brother

User's Guide

Safety and Legal

Basic User's Guide

Advanced User's Guide

Safety and Legal

(HL-2130 / HL-2132 / HL-2240 / HL-2240D / HL-2242D / HL-2250DN / HL-2270DW / DCP-7055 / DCP-7057 / DCP-7060D / DCP-7065DN / DCP-7070DW / MFC-7360 / MFC-7362N / MFC-7360N / MFC-7460DN / MFC-7470D / MFC-7860DN / MFC-7860DW)

Not all models are available in all countries.

Please read this booklet before attempting to operate the product, or before attempting any maintenance. Failure to follow these instructions may result in an increased risk of fire, electrical shock, burns or suffocation.

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

Bold	Bold typeface identifies specific buttons on the product's control panel, on the computer screen.
Italics	Italicized typeface emphasizes an important point or refers you to a related topic.
`Courier New`	Text in the Courier New font identifies messages on the LCD of the product.

⚠ WARNING

WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

⚠ CAUTION

CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

❗ IMPORTANT

IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.

Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.

Electrical Hazard icons alert you to possible electrical shock.

Improper Setup icons alert you to devices and operations that are not compatible with the product.

Hot Surface icons warn you not to touch product parts that are hot.

Follow all warnings and instructions marked on the product.

Note

The illustrations in this guide show the HL-2240D and MFC-7860DW.

Version A

UK/IRE/SAF

Compilation and Publication

Under the supervision of Brother Industries, Ltd., this manual has been compiled and published, covering the latest product descriptions and specifications.

The contents of this manual and the specifications of this product are subject to change without notice.

Brother reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

Choosing a location

Put your product on a flat, level, stable surface that is free of vibration and shocks, such as a desk. Put the product near a telephone socket and a standard grounded electrical socket. Choose a location where the temperature remains between 10°C and 32.5°C and the humidity is between 20% to 80% (without condensation).

⚠ WARNING

DO NOT expose the product to direct sunlight, excessive heat, open flames, corrosive gasses, moisture or dust.

DO NOT place the product near heaters, air conditioners, desk fan, refrigerators, water or chemicals.

⚠ CAUTION

Avoid placing your product in a high-traffic area.

DO NOT put the product where the ventilation holes of the product are blocked. Keep a gap of roughly 100 mm between the ventilation holes and the wall.

DO NOT connect your product to electrical sockets controlled by wall switches or automatic timers, or to the same circuit as large appliances that might disrupt the power supply.

Disruption of power can delete information from the product's memory.

Avoid interference sources, such as other cordless telephone systems or speakers.

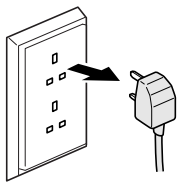
Make sure cables leading to the product do not constitute a trip hazard.

DO NOT eat the Silica Pack. Please discard. If ingested seek medical attention immediately.

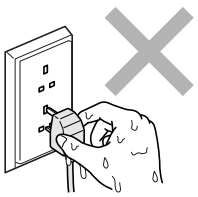
To use the product safely

⚠ WARNING

There are high voltage electrodes inside the product. Before you clean the inside of the product, make sure you have unplugged the telephone line cord first (MFC only) and then the power cord from the electrical socket. Doing this will prevent an electrical shock.



DO NOT handle the plug with wet hands. Doing this might cause an electrical shock.

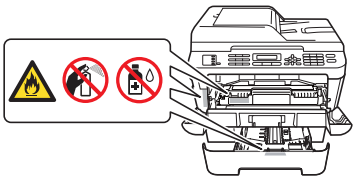


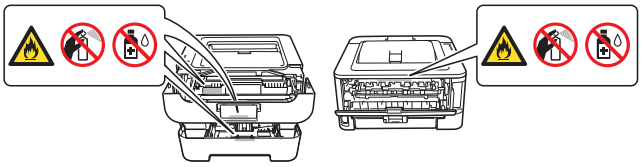
Always make sure the plug is fully inserted.

This product must be installed near an electrical socket that is easily accessible. In case of an emergency, you must unplug the power cord from the electrical socket to shut off the power completely.

Plastic bags are used in the packing of your product and drum unit. Plastic bags are not toys. To avoid the danger of suffocation, keep these bags away from babies and children and dispose of them properly.

DO NOT use flammable substances near the product. DO NOT use any type of spray to clean the inside or outside of the product. Doing this may cause a fire or electrical shock. See *Routine Maintenance* in the *User's Guide*/*Basic User's Guide* for how to clean the product.





DO NOT use a vacuum cleaner to clean up scattered toner. Doing this might cause the toner dust to ignite inside the vacuum cleaner, potentially starting a fire. Please carefully clean the toner dust with a dry, lint-free soft cloth and dispose of it according to local regulations.

Be careful not to inhale toner.

(MFC only)

Use caution when installing or modifying telephone lines. Never touch telephone wires or terminals that are not insulated unless the telephone line has been unplugged at the wall socket. Never install telephone wiring during a lightning storm. Never install a telephone wall socket in a wet location.

(MFC only)

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electrical shock and injury to people, including the following:

1 DO NOT use this product near water, for example, near a bath tub, wash bowl, kitchen sink or washing product, in a wet basement or near a swimming pool.

2 Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.

3 DO NOT use this product to report a gas leak in the vicinity of the leak.

4 We DO NOT advise using an extension lead.

5 Never install telephone wiring during a lightning storm. Never install a telephone wall socket in a wet location.

6 If any cables become damaged, disconnect your product, and contact your Brother dealer.

7 DO NOT place any objects on the product, or obstruct the air vents.

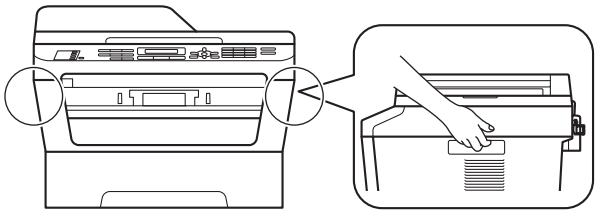
8 This product should be connected to an adjacent grounded AC power source within the range indicated on the rating label. DO NOT connect it to a DC power source or inverter. If you are not sure, contact a qualified electrician.

SAVE THESE INSTRUCTIONS

⚠ CAUTION

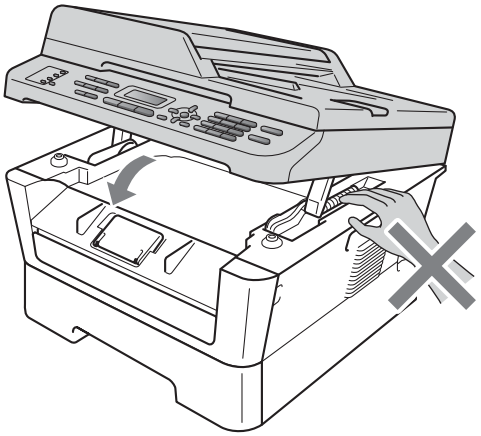
(MFC and DCP only)

When you move the machine, grasp the side handholds that are under the scanner. DO NOT carry the machine by holding it at the bottom.



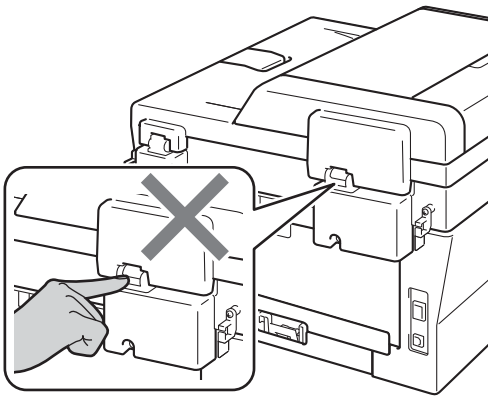
(MFC and DCP only)

Some areas of the product can cause injury if covers (shaded) are closed with force. Take care when placing your hand in the areas shown in the illustrations.



(MFC and DCP only)

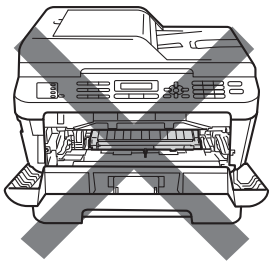
To prevent injuries, be careful not to put your fingers in the areas shown in the illustrations.



⚠ CAUTION

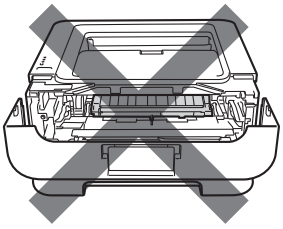
HOT SURFACE

After you have just used the product, some internal parts of the product will be extremely hot. To prevent injury, DO NOT touch the shaded parts shown in the illustration, when you open the front or back cover (back output tray).



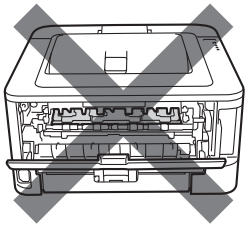
Inside the product

(Front View)



Inside the product

(Front View)

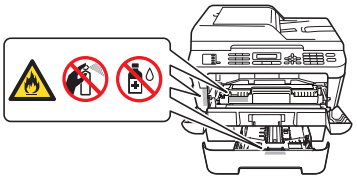


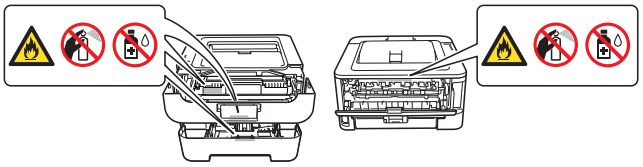
Inside the product

(Back View)

IMPORTANT

DO NOT remove or damage any of the caution or warning labels inside the product.





Important safety instructions

1 Read all of these instructions.

2 Save these instructions for later reference.

3 Follow all warnings and instructions marked on the product.

4 Unplug this product from the wall socket before cleaning inside of the product. DO NOT use liquid or aerosol cleaners. Use a dry, lint-free soft cloth for cleaning.

5 DO NOT place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.

6 Slots and openings in the casing at the back or bottom are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless adequate ventilation is provided.

7 This product should be connected to an AC power source within the range indicated on the rating label. DO NOT connect it to a DC power source or inverter. If you are not sure, contact a qualified electrician.

8 This product is equipped with a 3-wire grounded plug. This plug will only fit into a grounded power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, call your electrician to replace your obsolete outlet. DO NOT defeat the purpose of the grounded plug.

9 Use only the power cord supplied with this product.

10 DO NOT allow anything to rest on the power cord. DO NOT place this product where people can walk on the cord.

11 Use the product in a well-ventilated area.

12 The power cord, including extensions, should be no longer than 16.5 feet (5 metres).

DO NOT share the same power circuit with other high powered appliances, such as an air conditioner, copier, shredder, and so on.

13 DO NOT place anything in front of the product that will block printed pages or received faxes. DO NOT place anything in the path of printed pages or received faxes.

14 Wait until pages have exited the product before picking them up.

15 Unplug this product from the power socket and refer all servicing to Brother Authorized Service Personnel under the following conditions:

- When the power cord is damaged or frayed.
- If liquid has been spilled into the product.
- If the product has been exposed to rain or water.
- If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Incorrect adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.

- If the product has been dropped or the casing has been damaged.
- If the product exhibits a distinct change in performance, indicating a need for service.

16 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

17 To reduce the risk of fire, electric shock and injury to people, note the following:

- DO NOT use this product near appliances that use water, a swimming pool or in a wet basement.
- DO NOT use the product during an electrical storm (there is the remote possibility of an electrical shock) or to report a gas leak (MFC only) in the vicinity of the leak.
- DO NOT use this product in the vicinity of a gas leak.

Regulation

Declaration of Conformity (Europe only) (HL-2130 / HL-2132 / HL-2240 / HL-2240D / HL-2242D / HL-2250DN / DCP-7055 / DCP-7057 / DCP-7060D / DCP-7065DN)

We, Brother Industries, Ltd.

15-1, Naeshiro-cho, Mizuho-ku, Nagoya 467-8561 Japan

declare that this product is in compliance with the essential requirements of Directives 2004/108/EC, 2006/95/EC and 2005/32/EC.

The Declaration of Conformity (DoC) is on our Website.

Please go to http://solutions.brother.com/.

→ choose region (eg. Europe)

→ choose country

→ choose your model

→ choose “Manuals”

→ choose Declaration of Conformity (Select Language when required.)

Declaration of Conformity (Europe only) (HL-2270DW / DCP-7070DW / MFC-7360 / MFC-7362N / MFC-7360N / MFC-7460DN / MFC-7470D / MFC-7860DN / MFC-7860DW)

We, Brother Industries, Ltd.

15-1, Naeshiro-cho, Mizuho-ku, Nagoya 467-8561 Japan

declare that this product is in compliance with the essential requirements of Directives 1999/5/EC and 2005/32/EC.

The Declaration of Conformity (DoC) is on our Website.

Please go to http://solutions.brother.com/.

→ choose region (eg. Europe)

→ choose country

→ choose your model

→ choose “Manuals”

→ choose Declaration of Conformity (Select Language when required.)

IEC60825-1:2007 Specification (For 220-240V Models Only)

This product is a Class 1 laser product as defined in IEC60825-1:2007 specifications. The label shown below is attached in countries where required.

This product has a Class 3B Laser Diode which emits invisible laser radiation in the Scanner Unit. The Scanner Unit should not be opened under any circumstances.

Internal Laser radiation

Wave length: 770 - 800 nm

Output: 25 mW max.

Laser Class: Class 3B

⚠ WARNING

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

Disconnect device

This product must be installed near an electrical socket that is easily accessible. In case of emergencies, you must disconnect the power cord from the electrical socket to shut off power completely.

Approval Information (MFC only)

THIS EQUIPMENT IS DESIGNED TO WORK WITH A TWO WIRE ANALOGUE PSTN LINE FITTED WITH THE APPROPRIATE CONNECTOR.

Brother advises that this product may not function correctly in a country other than where it was originally purchased, and does not offer any warranty in the event that this product is used on public telecommunication lines in another country.

Wiring information (U.K. only)

If you need to replace the plug fuse, fit a fuse that is approved by ASTA to BS1362 with the same rating as the original fuse.

Always replace the fuse cover. Never use a plug that does not have a cover. If in any doubt, call a qualified electrician.

Warning -This product must be earthed.

The wires in the mains lead are coloured in line with the following code:

- Green and Yellow: Earth
- Blue: Neutral
- Brown: Live

LAN connection (Network models only)

⚠ CAUTION

DO NOT connect this product to a LAN connection that is subject to over-voltages.

Radio interference

This product complies with EN55022 (CISPR Publication 22)/Class B.

EU Directive 2002/96/EC and EN50419

European
Union only

This equipment is marked with the above recycling symbol. It means that at the end of the life of the equipment you must dispose of it separately at an appropriate collection point and not place it in the normal domestic unsorted waste stream. This will benefit the environment for all. (European Union only)

International ENERGY STAR® Qualification Statement

The purpose of the International ENERGY STAR® Program is to promote the development and popularization of energy-efficient office equipment.

As an ENERGY STAR® Partner, Brother Industries, Ltd. has determined that this product meets the ENERGY STAR® specifications for energy efficiency.

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Please see Open Source Licensing Remarks and Copyright information on the supplied CD-ROM.

(For Windows®) “X:\License.txt” (where X is your drive letter).

(For Macintosh) Double-click the CD-ROM icon on your desktop. Then double-click the **Utilities** icon. License.rtf will appear.

Copyright and License

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©2010 Devicescape Software, Inc.

This product includes the “KASAGO TCP/IP” software developed by ZUKEN ELMIC, Inc.

Other Information (MFC-7470D, MFC-7860DN and MFC-7860DW)

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U.S.Patent Office 5,860,082/6,260,156

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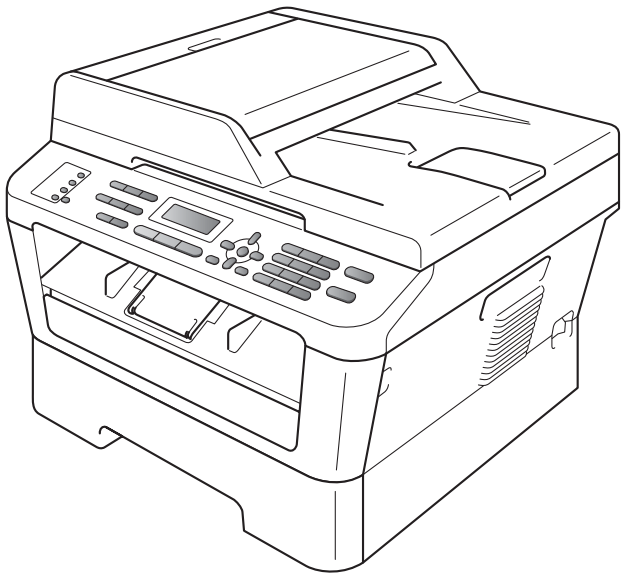
- Currency
- Bonds or other certificates of indebtedness
- Certificates of Deposit
- Armed forces service or draft papers
- Passports
- Postage stamps (cancelled or uncancelled)
- Immigration papers
- Welfare documents
- Cheques or drafts drawn by governmental agencies
- Identifying badges or insignias

In addition, driving licenses and/or Certificates of Title to motor vehicles may not be copied under certain national laws.

Copyrighted works cannot be copied lawfully, subject to the “fair dealing” exception relating to sections of a copyrighted work. Multiple copies would indicate improper use. Works of art should be considered the equivalent of copyrighted works.

BASIC USER'S GUIDE

MFC-7360N
MFC-7460DN
MFC-7860DW



Not all models are available in all countries.

Version A

UK/IRE/SAF

If you need to call Customer Service

Please complete the following information for future reference:

Model Number: MFC-7360N, MFC-7460DN and MFC-7860DW
(Circle your model number)

Serial Number: [1] _____

Date of Purchase: _____

Place of Purchase: _____

[1] The serial number is on the back of the unit. Retain this User's Guide with your sales receipt as a permanent record of your purchase, in the event of theft, fire or warranty service.

Register your product on-line at

http://www.brother.com/registration/

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User’s Guides and where do I find it?

Which manual?	What’s in it?	Where is it?
Safety and Legal	Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.	Printed / In the Box
Quick Setup Guide	Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	
Basic User's Guide	Learn the basic Fax, Copy and Scan operations and how to replace consumables. See troubleshooting tips.	Printed / In the Box For HUN/BUL/ROM/POL/ SVK/CZE: PDF file / Documentation CD-ROM / In the Box
Advanced User's Guide	Learn more advanced operations: Fax, Copy, security features, printing reports, and performing routine maintenance.	PDF file / Documentation CD-ROM / In the Box
Software User’s Guide	Follow these instructions for Printing, Scanning, Network Scanning, Remote Setup, PC-Fax, and using the Brother ControlCenter utility.	
Network Glossary	This Guide provides basic information about advanced network features of Brother machines along with explanations about general networking and common terms.	
Network User’s Guide	This Guide provides useful information about wired and wireless network settings and security settings using the Brother machine. You can also find supported protocol information for your machine and detailed troubleshooting tips.	

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(ADVANCED USER'S GUIDE)

The Advanced User's Guide explains the following features and operations. You can view the Advanced User's Guide on the Documentation CD-ROM.

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Automatic daylight savings time
Ecology features
Toner Settings
LCD Contrast
Mode Timer

2 Security features

Security

3 Sending a fax

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Polling overview

4 Receiving a fax

Remote Fax Options
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5 Dialling and storing numbers

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A Routine maintenance

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B Glossary

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1 General information

Using the documentation

Thank you for buying a Brother machine! Reading the documentation will help you make the most of your machine.

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

Bold	Bold style identifies keys on the machine control panel or computer screen.
Italics	Italicized style emphasizes an important point or refers you to a related topic.
`Courier New`	Courier New font identifies the messages shown on the LCD of the machine.

⚠ WARNING

WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

⚠ CAUTION

CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

IMPORTANT

IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.

Electrical Hazard icons alert you to a possible electrical shock.

Hot Surface icons warn you not to touch machine parts that are hot.

Notes tell you how you should respond to a situation that may arise or give tips about how the current operation works with other features.

Accessing the Advanced User's Guide, Software User's Guide and Network User's Guide

This Basic User's Guide does not contain all the information about the machine such as how to use the advanced features Fax, Copy, Printer, Scanner, PC-Fax and Network. When you are ready to learn detailed information about these operations, read the **Advanced User's Guide**, **Software User's Guide**, **Network Glossary**, and **Network User's Guide** that are on the Documentation CD-ROM.

Viewing Documentation

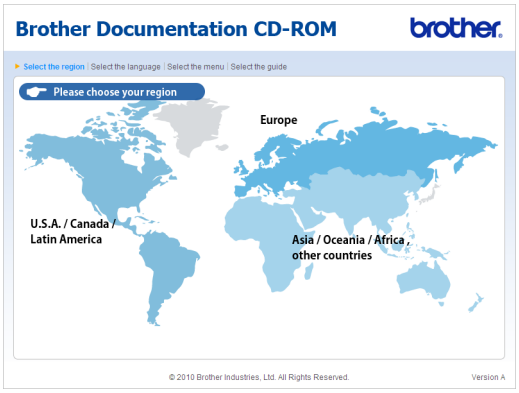
1. Turn on your computer. Insert the Documentation CD-ROM into your CD-ROM drive.

Note

(Windows® users) If the screen does not appear automatically, go to **My Computer** (**Computer**), double-click the CD-ROM icon, and then double-click **index.html**.

2. (Macintosh users) Double-click the Documentation CD-ROM icon, and then double-click **index.html**.

3. Click your country.


Brother Documentation CD-ROM
brother
Select the region | Select the language | Select the menu | Select the guide
Please choose your region
Europe
U.S.A. / Canada / Latin America
Asia / Oceania / Africa / other countries
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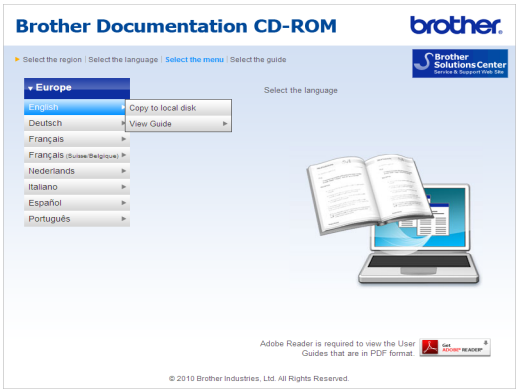
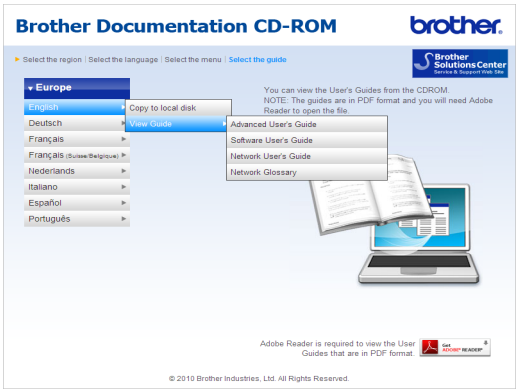
Version A

4. Point to your language, point to **View Guide**, and then click the guide you want to read.




Brother Documentation CD-ROM
brother
Select the region | Select the language | Select the menu | Select the guide
Brother Solutions Center
Europe
English
Deutsch
Français
Français (Suisse/Belgique)
Nederlands
Italiano
Español
Português
Copy to local disk
View Guide
Advanced User's Guide
Software User's Guide
Network User's Guide
Network Glossary
You can view the User's Guides from the CDROM.
NOTE: The guides are in PDF format and you will need Adobe Reader to open the file.
Adobe Reader is required to view the User Guides that are in PDF format.
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Note

- (Windows® users only) Your web browser may display a yellow bar at the top of the page that contains a security warning about Active X controls. For the page to display correctly you must click on the bar, click **Allow Blocked Content**, then click **Yes** in the Security Warning dialog box.
- (Windows® users only) [1] For faster access, you can copy all user documentation in PDF format to a local folder on your computer. Point to your language, then click **Copy to local disk**.

[1] Microsoft® Internet Explorer® 6.0 or greater.

How to find Scanning instructions

There are several ways you can scan documents. You can find the instructions as follows:

Software User's Guide

- *Scanning*
- *ControlCenter*
- *Network Scanning*

ScanSoft™ PaperPort™12SE with OCR How-to-Guides

(Windows®)

- The complete ScanSoft™ PaperPort™12SE with OCR How-to-Guides can be viewed from the Help selection in the ScanSoft™ PaperPort™12SE application.

Presto! PageManager User's Guide

(Macintosh)

Note

Presto! PageManager must be downloaded and installed before use. See *Accessing Brother Support (Macintosh)* on page 5 for further instructions.

- The complete Presto! PageManager User's Guide can be viewed from the Help selection in the Presto! PageManager application.

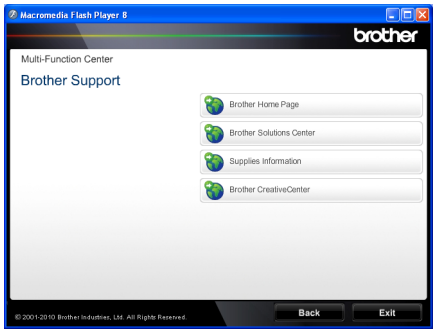
How to find Network setup instructions

Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the *Quick Setup Guide*. If your wireless access point or router supports Wi-Fi Protected Setup or AOSS™, you can also follow the steps in the *Quick Setup Guide*. For more information about network setup please see the *Network User's Guide*.

Accessing Brother Support (Windows®)

You can find all the contacts you will need, such as Web support (Brother Solutions Center) on the Installation CD-ROM.

- Click **Brother Support** on the main menu. The following screen will appear:



- To access our website (http://www.brother.com/), click **Brother Home Page**.
- For the latest news and product support information (http://solutions.brother.com/), click **Brother Solutions Center**.
- To visit our Website for original genuine Brother Supplies (http://www.brother.com/original/), click **Supplies Information**.
- To access the Brother CreativeCenter (http://www.brother.com/creativecenter/) for FREE photo projects and printable downloads, click **Brother CreativeCenter**.
- To return to the main page, click **Back** or if you have finished, click **Exit**.

Accessing Brother Support (Macintosh)

You can find all the contacts you will need, such as Web support (Brother Solutions Center) on the Installation CD-ROM.

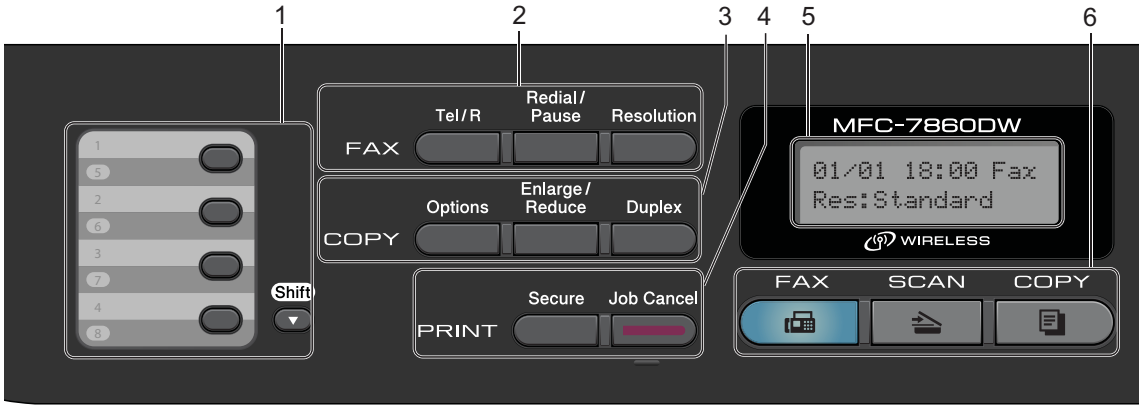
- Double-click the **Brother Support** icon. The following screen will appear:

Brother Support
Brother Support
Presto! PageManager
Download the Presto! PageManager installer.
Access to the internet is required.
On-Line Registration
Brother offers easy on-line registration for your machine that will ensure your access to technical support and updates. To register just click the button and you will be linked to the Brother Product Registration Web Page.
Close

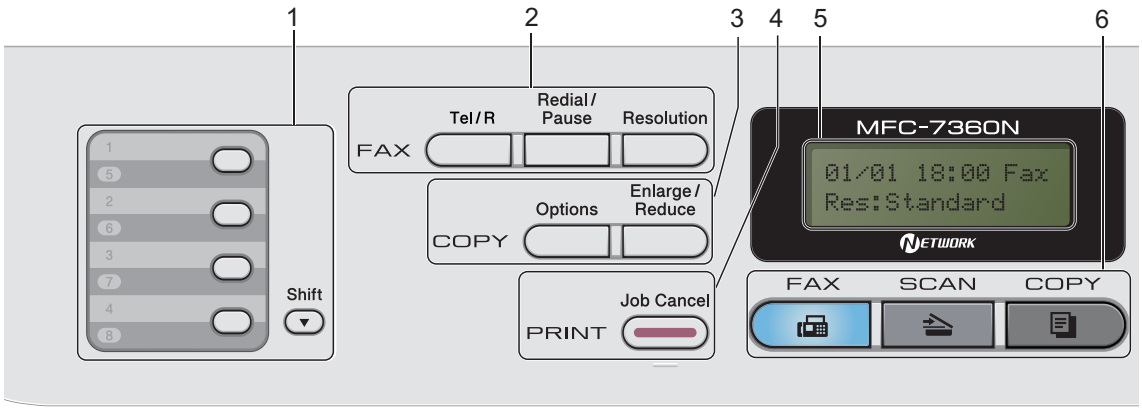
- To download and install Presto! PageManager, click **Presto! PageManager**.
- To register your machine from the Brother Product Register Page (http://www.brother.com/registration/), click **On-Line Registration**.
- For the latest news and product support information (http://solutions.brother.com/), click **Brother Solutions Center**.
- To visit our website for original Brother Supplies (http://www.brother.com/original/), click **Supplies Information**.

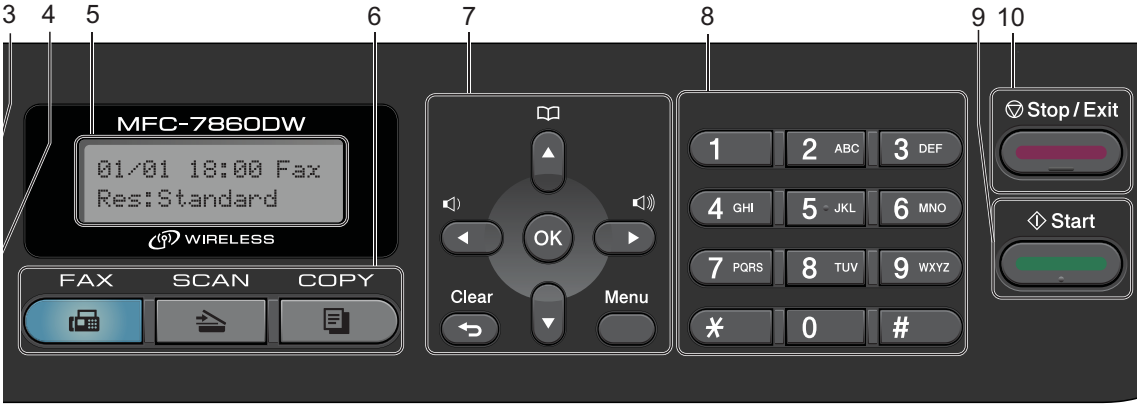
Control panel overview

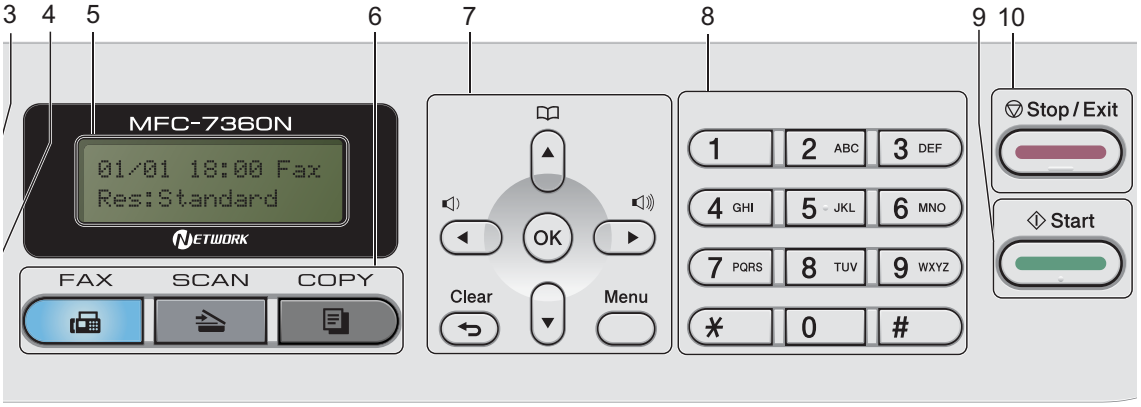
MFC-7460DN and MFC-7860DW have the same keys.



MFC-7360N




3 4 5 6 7 8 9 10
MFC-7860DW
01/01 18:00 Fax
Res:Standard
WIRELESS
FAX SCAN COPY
OK
Clear
Menu
1 2 ABC 3 DEF
4 GHI 5 JKL 6 MNO
7 PQRS 8 TUV 9 WXYZ
* 0 #
Stop / Exit
Start


3 4 5 6 7 8 9 10
MFC-7360N
01/01 18:00 Fax
Res:Standard
NETWORK
FAX SCAN COPY
OK
Clear
Menu
1 2 ABC 3 DEF
4 GHI 5 JKL 6 MNO
7 PQRS 8 TUV 9 WXYZ
* 0 #
Stop / Exit
Start

1 One Touch keys

These 4 keys give you instant access to 8 previously stored numbers.

Shift

Lets you access One Touch numbers 5 to 8 when held down.

2 FAX keys:

Tel/R

This key is used to have a telephone conversation after picking up the external handset during the F/T fast double-ring.

When connected to a PBX, you can use this key to gain access to an outside line, to recall an operator, or to transfer a call to another extension.

Redial/Pause

Redials the last number called. It also inserts a pause when programming quick dial numbers or when dialling a number manually.

Resolution

Sets the resolution when sending a fax.

3 COPY keys:

Options

You can quickly and easily choose temporary settings for copying.

Enlarge/Reduce

Reduces or enlarges copies.

Duplex

(For MFC-7460DN and MFC-7860DW)

You can choose Duplex to copy on both sides of the paper.

4 PRINT keys:

Secure

(For MFC-7460DN and MFC-7860DW)

You can print data saved in the memory when you enter your four-digit password. (For details about using the Secure key, see the *Software User's Guide*.)

When using Secure Function Lock, you can switch restricted users by holding down **Shift** as you press **Secure**. (See *Secure Function Lock 2.0* in *Chapter 2* of the *Advanced User's Guide*.)

Job Cancel

Cancels a programmed print job and clears it from the machine's memory. To cancel multiple print jobs, hold down this key until the LCD shows `Job Cancel (All)`.

5 LCD

Displays messages to help you set up and use your machine.

(MFC-7860DW)
In FAX mode and SCAN mode a four level indicator shows the current wireless signal strength if you are using a wireless connection.

6 Mode keys:

FAX

Puts the machine in Fax mode.

SCAN

Puts the machine in Scan mode.

COPY

Puts the machine in Copy mode.

7 Menu keys:

Clear

Deletes entered data or lets you cancel the current setting.

Menu

Lets you access the Menu to program your settings in this machine.

OK

Lets you store your settings in the machine.

Volume keys:

◄ or ►

Press to scroll backwards or forwards through menu selections. Press to change the volume when in fax or standby mode.

▲ or ▼

Press to scroll through the menus and options.

Address Book

Let you access speed dial numbers directly.

8 Dial pad

Use these keys to dial telephone and fax numbers and as a keyboard for entering information into the machine.

The **#** key temporarily switches the dialling mode from Pulse to Tone during a telephone call.

9 Start

Lets you start sending faxes or making copies.

10 Stop/Exit

Stops an operation or exits from a menu.

Volume settings

Ring volume

You can choose a range of ring volume levels, from High to Off.

While in Fax mode press ◁) or ◁)) to adjust the volume level. The LCD will show the current setting, and each key press will change the volume to the next level. The machine will keep the new setting until you change it.

You can also change the ring volume through the menu:

1. Press **Menu**, **1**, **3**, **1**.
2. Press ▲ or ▼ to choose Off, Low, Med or High.
   Press **OK**.
3. Press **Stop/Exit**.

Beeper volume

When the beeper is on, the machine will beep when you press a key, make a mistake, or after you send or receive a fax. You can choose a range of volume levels, from High to Off.

1. Press **Menu**, **1**, **3**, **2**.
2. Press ▲ or ▼ to choose Off, Low, Med or High.
   Press **OK**.
3. Press **Stop/Exit**.

Speaker volume

You can choose a range of speaker volume levels, from High to Off.

1. Press **Menu**, **1**, **3**, **3**.
2. Press ▲ or ▼ to choose Off, Low, Med or High.
   Press **OK**.
3. Press **Stop/Exit**.

2 Loading paper

Loading paper and print media

The machine can feed paper from the standard paper tray or manual feed slot.

When you put paper into the paper tray, note the following:

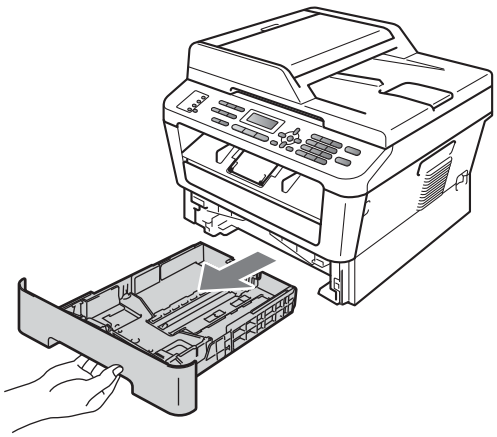
- If your application software supports paper size selection on the print menu, you can select it through the software. If your application software does not support it, you can set the paper size in the printer driver or by using the control panel buttons.

Loading paper in the standard paper tray

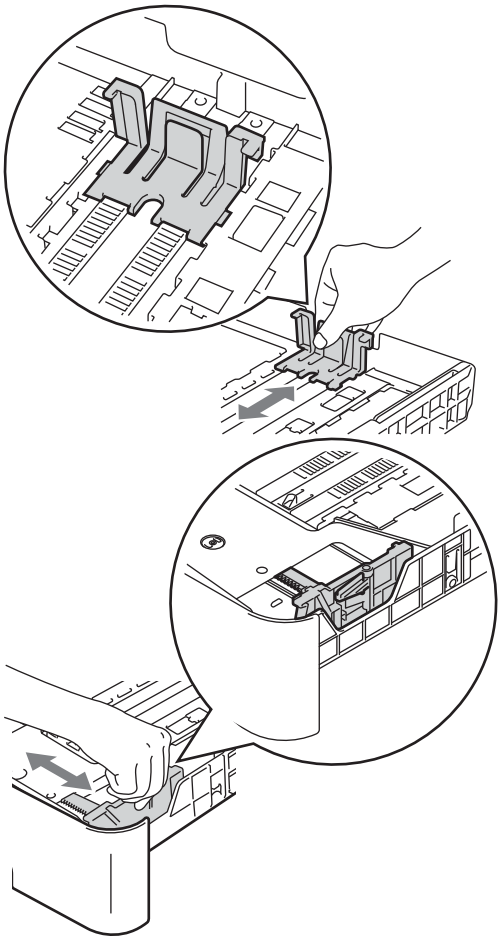
You can load up to 250 sheets. Paper can be loaded up to the maximum paper mark (▼▼▼) on the sliding paper with guide. (For recommended paper to use, see *Paper capacity of the paper trays* on page 18.)

Printing on plain paper, thin paper or recycled paper from the standard paper tray

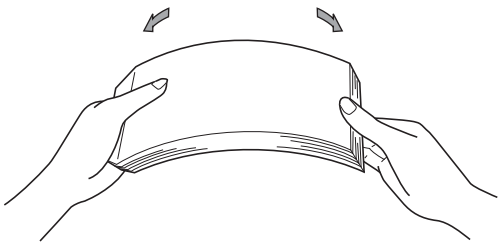
1. Pull the paper tray completely out of the machine.



2 While pressing the green paper-guide release lever, slide the paper guides to fit the paper size you are loading in the tray. Make sure that the guides are firmly in the slots.



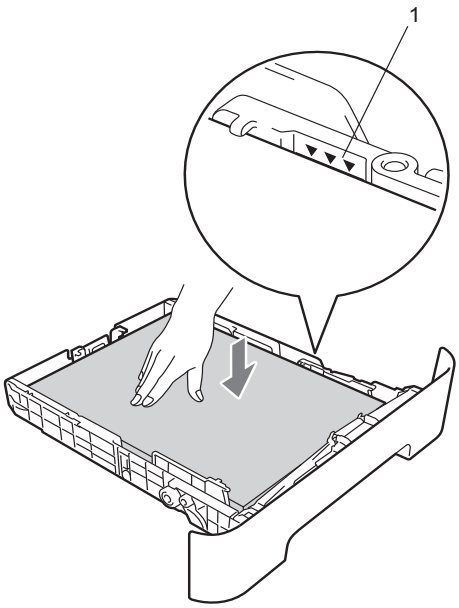
3 Fan the stack of paper well to avoid paper jams and misfeeds.



4 Put paper in the tray and make sure:

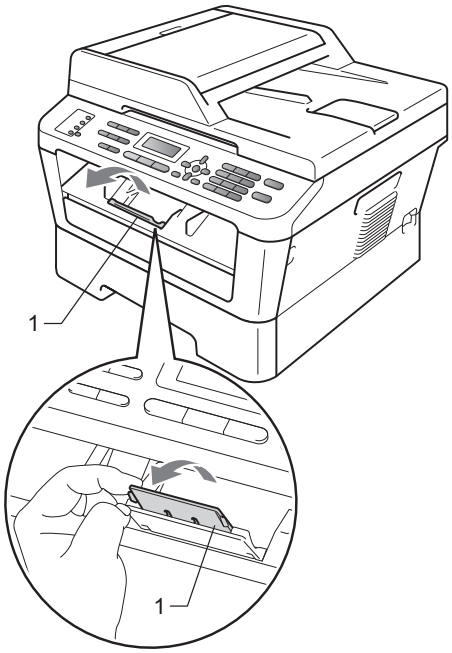
- The paper is below the maximum paper mark (▼▼▼) (1).

  Overfilling the paper tray will cause paper jams.
- The side to be printed on must be *face down*.
- The paper guides touch the sides of the paper so it will feed properly.



5 Put the paper tray firmly back in the machine. Make sure that it is completely inserted into the machine.

6 Unfold the support flap (1) to prevent paper from sliding off the face-down output tray.



Loading paper in the manual feed slot

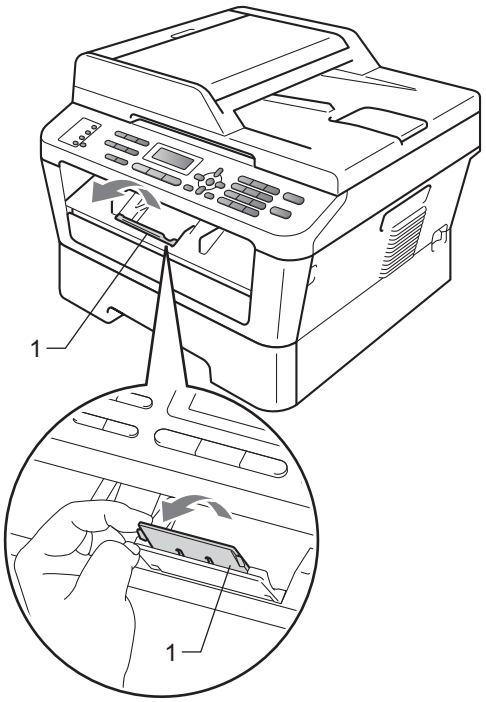
You can load envelopes and special print media one at a time into this slot. Use the manual feed slot to print or copy on labels, envelopes or thicker paper.

Note

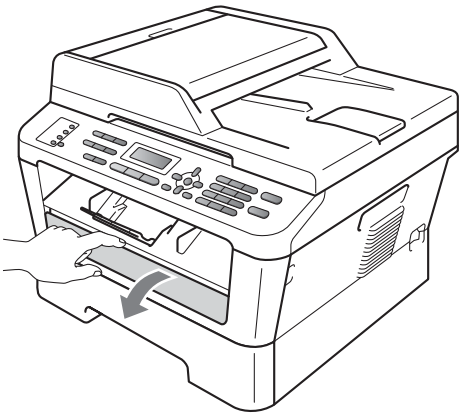
The machine automatically turns on the Manual Feed mode when you put paper in the manual feed slot.

Printing on plain paper, thin paper or recycled paper from the manual feed slot

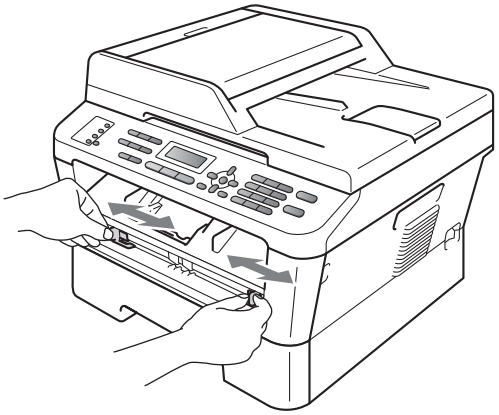
1 Unfold the support flap (1) to prevent paper from sliding off the face-down output tray, or remove each page as soon as it comes out of the machine.



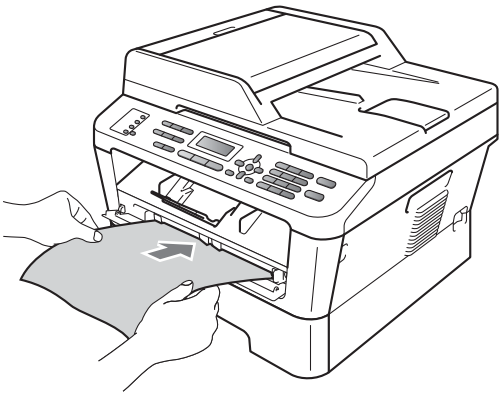
2 Open the manual feed slot cover.



3 Using both hands, slide the manual feed slot paper guides to the width of the paper that you are going to use.



4 Using both hands, put one sheet of paper in the manual feed slot until the front edge of the paper touches the paper feed roller. When you feel the machine pull in the paper, let go.



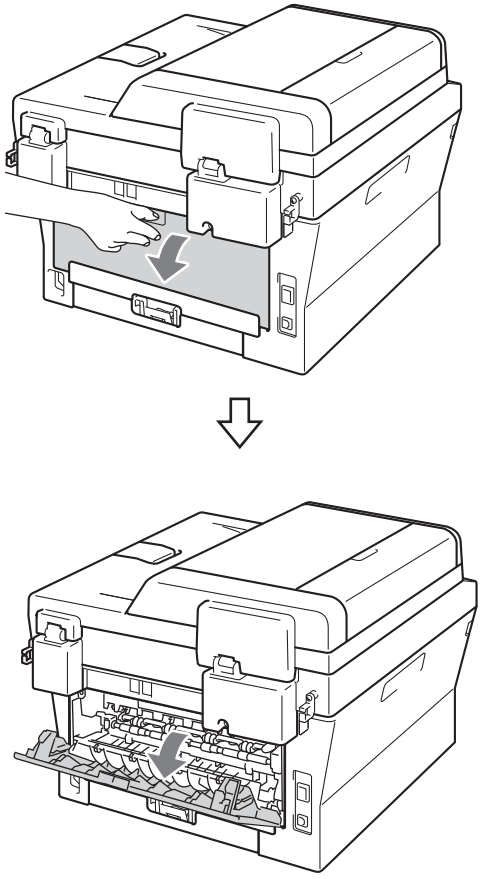
Printing on thick paper, bond paper, labels and envelopes

When the back output tray is pulled down, the machine has a straight paper path from the manual feed slot through to the back of the machine. Use this paper feed and output method when you want to print on thick paper, labels or envelopes.

Note

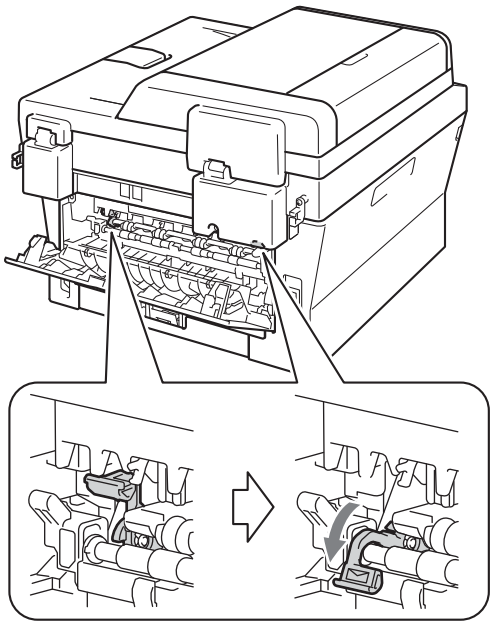
Remove each printed sheet or envelope immediately to prevent a paper jam.

1 Open the back cover (back output tray).

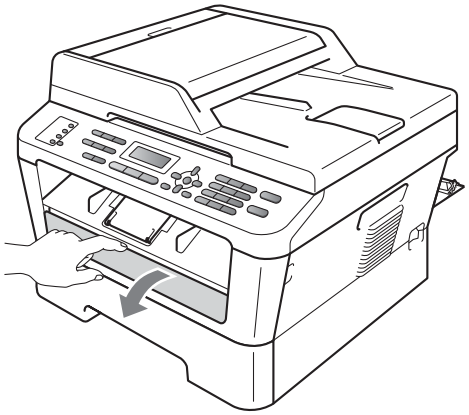


Note

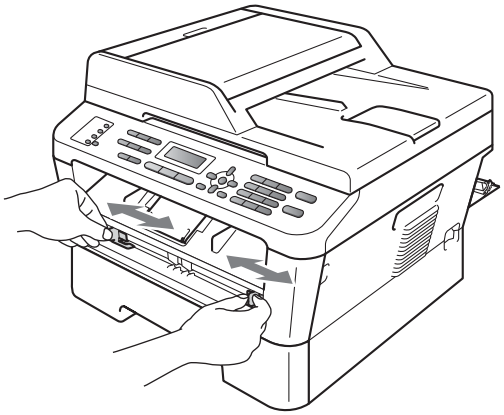
<For envelopes only>
Pull down the two green levers, one on the left-hand side and one on the right-hand side, as shown in the following illustration.



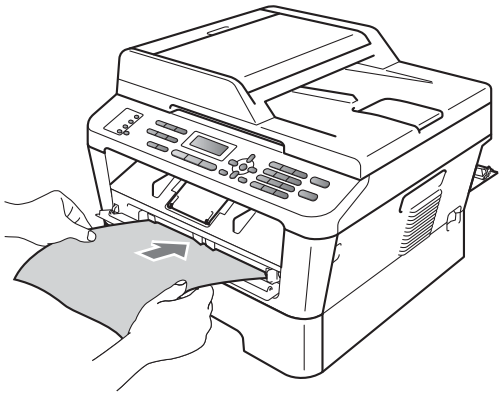
2 Open the manual feed slot cover.

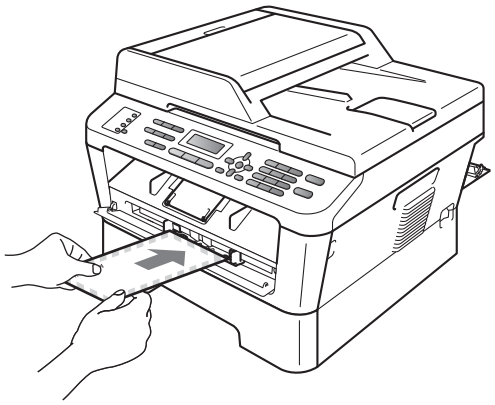


3 Using both hands, slide the manual feed slot paper guides to the width of the paper that you are going to use.



4 Using both hands, put one sheet of paper or one envelope in the manual feed slot until the front edge of the paper or envelope touches the paper feed roller. When you feel the machine pull in the paper, let go.

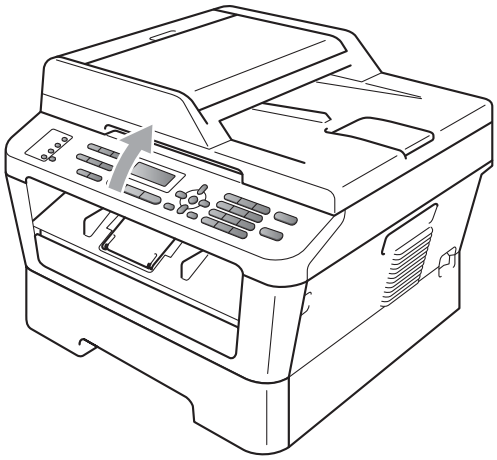




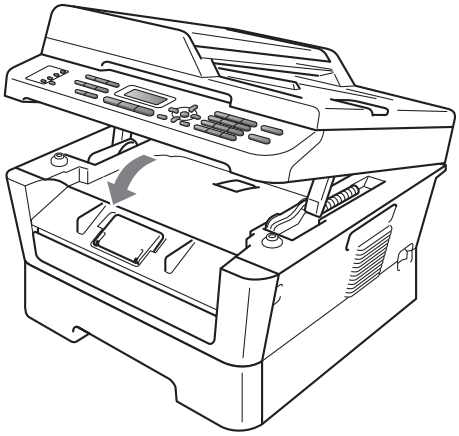
Note

- Put the paper into the manual feed slot with the side to be printed face up.
- Make sure that the print media is straight and in the correct position on the manual feed slot. If it is not, the paper may not be fed properly, resulting in a skewed printout or a paper jam.
- Do not put more than one sheet of paper in the manual feed slot at any one time, as it may cause a jam.
- If you put any print media in the manual feed slot before the machine is in Ready mode, the print media may be ejected without being printed on.

- To easily remove a small printout from the output tray, lift up the scanner cover by using both hands as shown in the illustration.

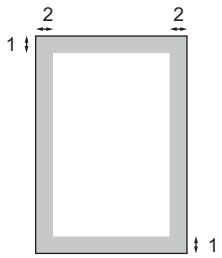


- You can still use the machine while the scanner cover is up. To close the scanner cover, push it down with both hands.



Unscannable and unprintable areas

The figures below show maximum unscannable and unprintable areas. The unscannable and unprintable areas may vary depending on the paper size or settings in the application you are using.



Usage	Document Size	Top (1) Bottom (1)	Left (2) Right (2)
Fax (Send)	Letter	3 mm	4 mm
	A4	3 mm	3 mm
Copy *a single copy or a 1 in 1 copy	Letter	4 mm	4 mm
	A4	4 mm	4 mm
Scan	Letter	3 mm	3 mm
	A4	3 mm	3 mm
Print	Letter	6 mm	6 mm
	A4	6 mm	6 mm

Paper settings

Paper Type

Set up the machine for the type of paper you are using. This will give you the best print quality.

1. Press **Menu**, **1**, **2**, **1**.
2. Press ▲ or ▼ to choose `Thin`, `Plain`, `Thick`, `Thicker`, `Recycled Paper` or `Label`.
   Press **OK**.
3. Press **Stop/Exit**.

Paper Size

You can use several different sizes of paper for printing copies: A4, Letter, Executive, A5, A5 L, A6, B5, or B6 and for printing faxes: A4 or Letter.

When you change the size of paper in the tray, you will also need to change the setting for paper size at the same time so your machine can fit the document or an incoming fax on the page.

1. Press **Menu**, **1**, **2**, **2**.
2. Press ▲ or ▼ to choose `A4`, `Letter`, `Executive`, `A5`, `A5 L`, `A6`, `B5`, or `B6`.
   Press **OK**.
3. Press **Stop/Exit**.

Acceptable paper and other print media

Print quality may vary according to the type of paper you are using.

You can use the following types of print media: thin paper, plain paper, thick paper, bond paper, recycled paper, labels or envelopes.

For best results, follow the instructions below:

- DO NOT put different types of paper in the paper tray at the same time because it may cause paper jams or misfeeds.
- For correct printing, you must choose the same paper size from your software application as the paper in the tray.
- Avoid touching the printed surface of the paper immediately after printing.
- Before you buy a lot of paper, test a small quantity to make sure the paper is suitable.

Recommended paper and print media

Paper Type	Item
Plain paper	Xerox Premier TCF 80 g/m^2 Xerox Business 80 g/m^2
Recycled Paper	Xerox Recycled Supreme 80 g/m^2
Labels	Avery laser label L7163
Envelope	Antalis River series (DL)

Type and size of paper

The machine loads paper from the installed standard paper tray or manual feed slot.

The name for the paper trays in the printer driver in this Guide are as follows:

Tray and optional unit	Name
Standard paper tray	Tray 1
Manual feed slot	Manual

Paper capacity of the paper trays

	Paper size	Paper types	No. of sheets
Paper Tray (Tray 1)	A4, Letter, B5, Executive, A5, A5 (Long Edge), A6, B6	Plain paper, Thin paper and Recycled paper	up to 250 [80 g/m^2]
Manual feed slot (Manual)	Width: 76.2 to 216 mm Length: 116 to 406.4 mm	Plain paper, Thin paper, Thick paper, Bond paper, Recycled paper, Envelopes and Labels	Single sheet [80 g/m^2]

Recommended paper specifications

The following paper specifications are suitable for this machine.

Basis weight	75-90 g/m^2
Thickness	80-110 μm
Roughness	Higher than 20 sec.
Stiffness	90-150 cm^3/100
Grain direction	Long grain
Volume resistivity	10e^9-10e^{11} ohm
Surface resistivity	10e^9-10e^{12} ohm-cm
Filler	$CaCO_3$ (Neutral)
Ash content	Below 23 wt%
Brightness	Higher than 80%
Opacity	Higher than 85%

- Use paper made for plain paper copying.
- Use paper that is 75 to 90 g/m^2.
- Use long grain paper with a neutral Ph value, and a moisture content of approx. 5%.
- This machine can use recycled paper that meets DIN 19309 specifications.

Handling and using special paper

The machine is designed to work well with most types of xerographic and bond paper. However, some paper variables may have an effect on print quality or handling reliability. Always test samples of paper before purchasing to ensure desirable performance. Store paper in its original packaging and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.

Some important guidelines when selecting paper are:

- DO NOT use inkjet paper because it may cause a paper jam or damage your machine.
- Preprinted paper must use ink that can withstand the temperature of the machine's fusing process 392 degrees Fahrenheit (200 degrees centigrade).
- If you use bond paper, paper having a rough surface or paper that is wrinkled or creased, the paper may exhibit degraded performance.

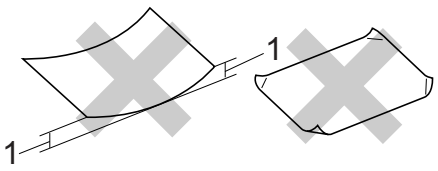
Types of paper to avoid

IMPORTANT

Some types of paper may not perform well or may cause damage to your machine.

DO NOT use paper:

- that is highly textured
- that is extremely smooth or shiny
- that is curled or warped



1 A curl of 2 mm or greater may cause jams to occur.

- that is coated or has a chemical finish
- that is damaged, creased or folded
- that exceeds the recommended weight specification in this guide
- with tabs and staples
- with letterheads using low temperature dyes or thermography
- that is multipart or carbonless
- that is designed for inkjet printing

If you use any of the types of paper listed , they may damage your machine. This damage is not covered under any Brother warranty or service agreement.

Envelopes

Most envelopes designed for laser printers will be suitable for your machine. However, some envelopes may have feed and print-quality problems because of the way they have been made. A suitable envelope should have edges with straight, well-creased folds and the leading edge should not be thicker than two sheets of paper. The envelope should lie flat and not be of baggy or flimsy construction. You should buy quality envelopes from a supplier who understands that you will be using the envelopes in a laser machine.

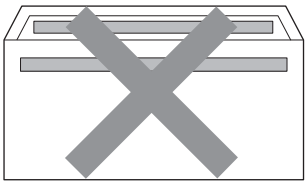
Envelopes can be fed from the manual feed slot one at a time. We recommend that you print a test envelope to make sure the print results are what you want before you print or purchase a large quantity of envelopes.

Types of envelopes to avoid

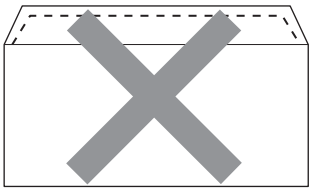
IMPORTANT

DO NOT use envelopes:

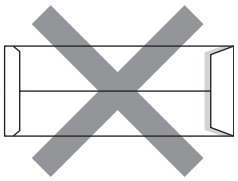
- that are damaged, curled, wrinkled or an unusual shape
- that are extremely shiny or textured
- with clasps, staples, snaps or tie strings
- with self-adhesive closures
- that are of a baggy construction
- that are not sharply creased
- that are embossed (have raised writing on them)
- that were previously printed by a laser machine
- that are pre-printed on the inside
- that cannot be arranged neatly when stacked
- that are made of paper that weighs more than the paper weight specifications for the machine
- with edges that are not straight or consistently square
- with windows, holes, cut-outs or perforations
- with glue on surface as shown in figure below



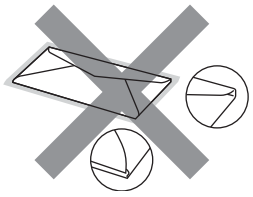
- with double flaps as shown in figure below



- with sealing flaps that are not folded down when purchased
- with sealing flaps as shown in figure below



- with each side folded as shown in figure below



If you use any of the types of envelopes listed above, they may damage your machine. This damage may not be covered under any Brother warranty or service agreement.

Labels

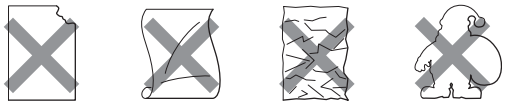
The machine will print on most types of labels designed for use with a laser machine. Labels should have an adhesive that is acrylic-based since this material is more stable at the high temperatures in the fuser unit. Adhesives should not come in contact with any part of the machine, because the label stock may stick to the drum unit or rollers and cause jams and print quality problems. No adhesive should be exposed between the labels. Labels should be arranged so that they cover the entire length and width of the sheet. Using labels with spaces may result in labels peeling off and causing serious jams or print problems.

All labels used in this machine must be able to withstand a temperature of 392 degrees Fahrenheit (200 degrees centigrade) for a period of 0.1 seconds.

Do not feed a label sheet through the machine more than one time.

Types of labels to avoid

Do not use labels that are damaged, curled, wrinkled or an unusual shape.



IMPORTANT

- DO NOT feed part used label sheets. The exposed carrier sheet will damage your machine.
- Label sheets should not exceed the paper weight specifications described in this User's Guide. Labels exceeding this specification may not feed or print correctly and may cause damage to your machine.
- DO NOT reuse or insert labels that have previously been used or are missing few labels on the sheet.

3 Loading documents

How to load documents

You can send a fax, make copies, and scan from the ADF (Automatic Document Feeder) and the scanner glass.

Using the automatic document feeder (ADF)

The ADF can hold up to 35 pages and feeds each sheet individually. Use standard 80 g/m^2 paper and always fan the pages before putting them in the ADF.

Document Sizes Supported

Length:	147.3 to 355.6 mm
Width:	147.3 to 215.9 mm
Weight:	64 to 90 g/m^2

IMPORTANT

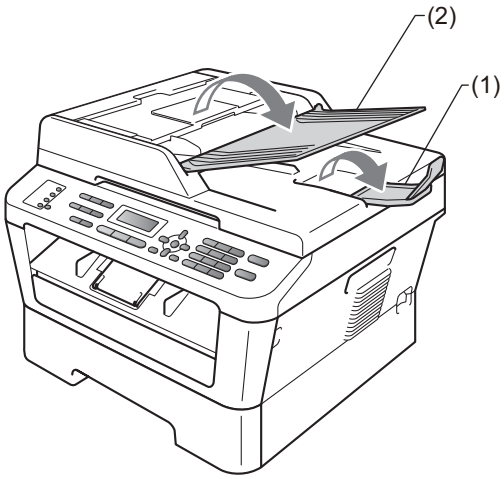
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper-clipped, pasted or taped.
- DO NOT use cardboard, newspaper or fabric.
- To avoid damaging your machine while using the ADF, DO NOT pull on the document while it is feeding.

Note

- To scan documents that are not suitable for the ADF, see *Using the scanner glass* on page 23.
- It is easier to use the ADF if you are loading a multiple page document.
- Make sure documents with correction fluid or written with ink are completely dry.

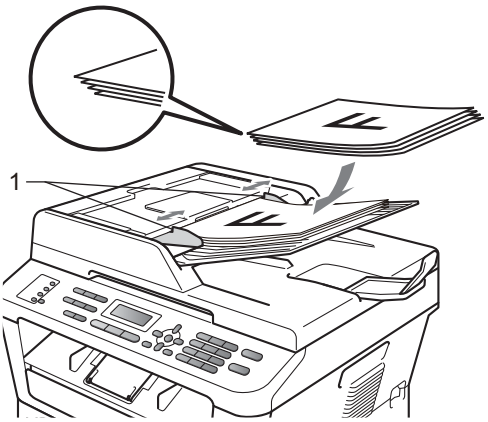
How to load documents

1. Lift up and unfold the ADF document output support flap (1). Unfold the ADF document support (2).



2. Fan the pages well.

3 Stagger the pages of your document *face up top edge first*, in the ADF until the LCD display message changes and you feel it touch the feed rollers.



4 Adjust the paper guides (1) to fit the width of your document.

IMPORTANT

To avoid damaging your machine while using the ADF, DO NOT pull on the document while it is feeding.

Using the scanner glass

You can use the scanner glass to fax, copy or scan pages of a book one page at a time.

Document Sizes Supported

Length:	Up to 297 mm
Width:	Up to 215.9 mm
Weight:	Up to 2 kg

IMPORTANT

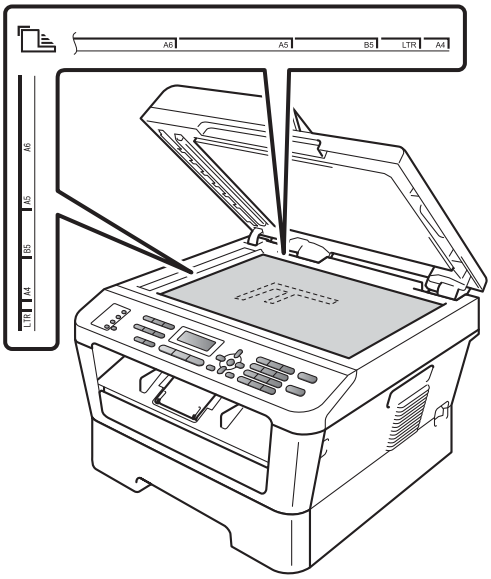
DO NOT leave thick documents on the scanner glass. If you do this, the ADF may jam.'

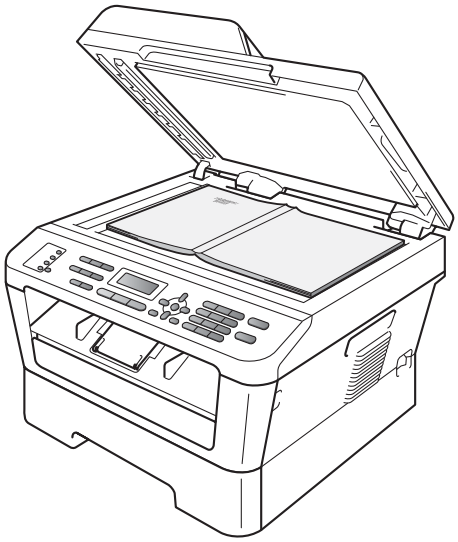
How to load documents

Note

To use the scanner glass, the ADF must be empty.

1. Lift the document cover.
2. Using the document guidelines on the left and top, place the document *face down* in the upper left corner of the scanner glass.





3. Close the document cover.

IMPORTANT

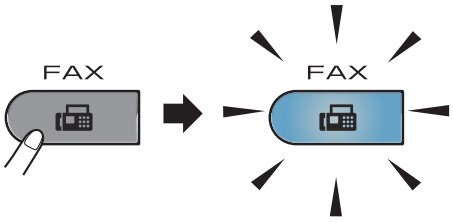
If the document is a book or is thick, do not slam or press on the cover.

4 Sending a fax

How to send a fax

The following steps show how to send a fax.

1. When you want to send a fax, or change fax send or receive settings, press the (**FAX**) key to illuminate it in blue.



2. Do one of the following to load your document:
   - Place the document *face up* in the ADF. (See *Using the automatic document feeder (ADF)* on page 22.)
   - Load your document *face down* on the scanner glass. (See *Using the scanner glass* on page 23.)

3. Set the scanner glass size, fax resolution or contrast if you want to change them.
   For more advanced fax sending operations and settings, see *Sending a fax* in *Chapter 3* of the *Advanced User's Guide:*
   - Broadcast
   - Delayed Fax
   - Batch TX
   - Real Time TX
   - Polled TX
   - Overseas Mode
   - Fax Resolution
   - Contrast
   - Coverpg Setup
   - Coverpage Note

4. Enter the fax number using the dial pad, a One touch key or **(Address Book)** and enter three-digit number.

5. Press **Start**.

Faxing from the ADF

- The machine starts scanning the document.

Faxing from the scanner glass

- If you press **Start**, the machine starts scanning the first page.

  Do one of the following:

  - To send a single page, press **2** to choose `No (Send)` (or press **Start** again). The machine starts sending the document.
  - To send more than one page, press **1** to choose `Yes` and place the next page on the scanner glass. Press **OK**. The machine starts scanning the page. (Repeat this step for each additional page.)

    If you press **Start**, the machine starts sending the document.

Note

To cancel, press **Stop/Exit**.

Faxing Letter size documents from the scanner glass

When faxing Letter size documents, you will need to set the scan glass size to Letter; otherwise, a portion of your faxes will be missing.

1. Make sure you are in Fax mode.
2. (MFC-7360N)
   Press **Menu**, **1**, **7**.
   (MFC-7460DN and MFC-7860DW)
   Press **Menu**, **1**, **7**, **1**.
3. Press ▲ or ▼ to choose Letter.
   Press **OK**.
4. Press **Stop/Exit**.

Cancelling a fax in progress

Press **Stop/Exit** to cancel the fax. If you press **Stop/Exit** while the machine is dialling or sending, the LCD will show as below:

```
Dialling #XXX
1.Clear  2.Exit
```

```
Sending #XXX
1.Clear  2.Exit
```

Press **1** to cancel the fax.

Transmission verification report

You can use the Transmission Verification Report as proof that you sent a fax. This report lists the receiving party's name or fax number, the time and date of transmission, duration of transmission, number of pages sent, and whether or not the transmission was successful.

There are several settings available for the Transmission Verification Report:

- On: Prints a report after every fax you send.
- On+Image: Prints a report after every fax you send. A portion of the fax's first page appears on the report.
- Off: Prints a report if your fax is unsuccessful due to a transmission error. Off is the default setting.
- Off+Image: Prints a report if your fax is unsuccessful due to a transmission error. A portion of the fax's first page appears on the report.

1. Press **Menu**, **2**, **4**, **1**.
2. Press ▲ or ▼ to choose On, On+Image, Off or Off+Image.
   Press **OK**.
3. Press **Stop/Exit**.

Note

- If you choose On+Image or Off+Image, the image will only appear on the Transmission Verification Report if Real Time Transmission is set to Off. (See *Real Time Transmission* in *Chapter 3* of the *Advanced User's Guide*.)
- If your transmission is successful, OK will appear next to RESULT on the Transmission Verification Report. If transmission is not successful, ERROR will appear next to RESULT.

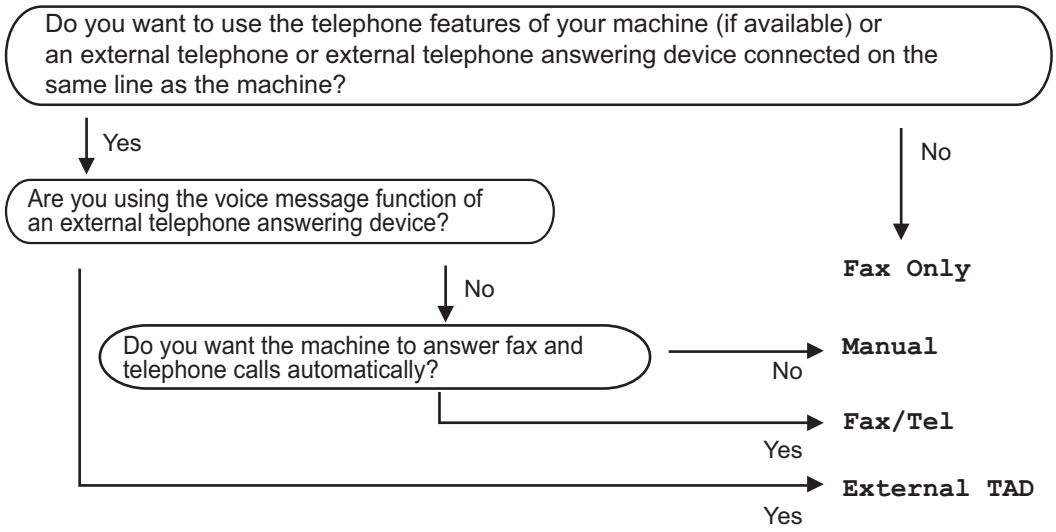
5 Receiving a fax

Receive modes

You must choose a receive mode depending on the external devices and telephone services you have on your line.

Choosing the receive mode

By default, your machine will automatically receive any faxes that are sent to it. The diagrams below will help you choose the correct mode. (For more detailed information about the receive modes, see *Using receive modes* on page 28.)


Do you want to use the telephone features of your machine (if available) or an external telephone or external telephone answering device connected on the same line as the machine?
Yes
No
Are you using the voice message function of an external telephone answering device?
Fax Only
No
Do you want the machine to answer fax and telephone calls automatically?
Manual
No
Fax/Tel
Yes
External TAD
Yes

To set the receive mode follow the instructions below.

1. Press **Menu**, **0**, **1**.
2. Press ▲ or ▼ to choose the receive mode.
   Press **OK**.
3. Press **Stop/Exit**.

The LCD will display the current receive mode.

Using receive modes

Some receive modes answer automatically (`Fax Only` and `Fax/Tel`). You may want to change the Ring Delay before using these modes. (See *Ring Delay* on page 29.)

Fax Only

`Fax Only` mode will automatically answer every call as a fax.

Fax/Tel

`Fax/Tel` mode helps you automatically manage incoming calls, by recognising whether they are fax or voice calls and dealing with them in one of the following ways:

- Faxes will be automatically received.
- Voice calls will start the F/T ring to tell you to pick up the line. The F/T ring is a fast double ring made by your machine.

(Also see *Ring Delay* on page 29 and *F/T Ring Time (Fax/Tel mode only)* on page 29.)

Manual

`Manual` mode turns off all automatic answering functions unless you are using the BT Call Sign [1] feature.

[1] BT Call Sign is for U.K. only.

To receive a fax in Manual mode lift the handset of the external telephone. When you hear fax tones (short repeating beeps), press **Start**, and then press **2** to receive a fax. You can also use the Fax Detect feature to receive faxes by lifting a handset on the same line as the machine.

(Also see *Fax Detect* on page 30.)

External TAD

`External TAD` mode lets an external answering device manage your incoming calls. Incoming calls will be dealt with in the following ways:

- Faxes will be automatically received.
- Voice callers can record a message on the external TAD.

(For more information, see *Connecting an external TAD* on page 32.)

Receive Mode settings

Ring Delay

The Ring Delay setting sets the number of times the machine rings before it answers in `Fax Only` and `Fax/Tel` modes.

If you have external or extension telephones on the same line as the machine, choose the maximum number of rings. (See *Operation from external or extension telephones* on page 34 and *Fax Detect* on page 30.)

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **1**, **1**.
3. Press ▲ or ▼ to choose how many times the line rings before the machine answers.
   Press **OK**.
4. Press **Stop/Exit**.

F/T Ring Time (Fax/Tel mode only)

When somebody calls your machine, you and your caller will hear the normal telephone ring sound. The number of rings is set by the Ring Delay setting.

If the call is a fax, then your machine will receive it; however, if it is a voice call the machine will sound the F/T ring (a fast double-ring) for the time you have set in the F/T Ring Time setting. If you hear the F/T ring it means that you have a voice caller on the line.

Because the F/T ring is made by the machine, extension and external telephones will *not* ring; however, you can still answer the call on any telephone. (For more information, see *Using Remote Codes* on page 35.)

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **1**, **2**.
3. Press ▲ or ▼ to choose how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds).
   Press **OK**.
4. Press **Stop/Exit**.

Fax Detect

If Fax Detect is On:

The machine can receive a fax automatically, even if you answer the call. When you see Receiving on the LCD or hear a click on the phone line through the handset you are using, just replace the handset. Your machine will do the rest.

If Fax Detect is Off:

If you are at the machine and answer a fax call first by lifting the external handset, then press **Start**, and then press **2** to receive.

If you answered at an extension telephone press ✳**51**. (See *Operation from external or extension telephones* on page 34.)

Note

- If this feature is set to On, but your machine does not connect a fax call when you lift an extension telephone handset, press the fax receive code ✳**51**.
- If you send faxes from a computer on the same telephone line and the machine intercepts them, set Fax Detect to Off.

1. Make sure you are in Fax mode.
2. Press **Menu**, **2**, **1**, **3**.
3. Press ▲ or ▼ to choose On or Off.
   Press **OK**.
4. Press **Stop/Exit**.

6 Telephone and external devices

Telephone line services

Setting the telephone line type

If you are connecting the machine to a line that features a PBX or ISDN to send and receive faxes, it is necessary to change the Telephone Line Type accordingly by completing the following steps. If you are using a line that features a PBX, you can set your machine so that it always accesses the outside line (using the prefix you entered), or accesses the outside line when **Tel/R** is pressed.

1. Press **Menu**, **0**, **6**.
2. Press ▲ or ▼ to choose `PBX`, `ISDN` (or `Normal`).
   Press **OK**.
3. Do one of the following:
   - If you chose `ISDN` or `Normal`, go to step ❼.
   - If you chose `PBX`, press **OK** and go to step ❹.
4. Do one of the following:
   - If you want to change the current prefix number, press **1** and go to step ❺.
   - If you do not want to change the current prefix number, press **2** and go to step ❼.
5. Enter the prefix number (up to 5 digits) on the dial pad.
   Press **OK**.

Note

- You can use the numbers 0 to 9, #, ✳ and !.

  (Press **Tel/R** to display "!".)
- If you choose `On`, pressing **Tel/R** (the screen displays "!".) will let you access an outside line.
- If you choose `Always`, you can access an outside line without pressing **Tel/R**.

6. Press ▲ or ▼ to choose `On` or `Always`.
   Press **OK**.
7. Press **Stop/Exit**.

PBX and TRANSFER

The machine is initially set to `Normal`, which lets the machine connect to a standard PSTN (Public Switched Telephone Network) line. However, many offices use a central telephone system or Private Branch Exchange (PBX). Your machine can be connected to most types of PBX. The machine's recall feature supports timed break recall only (TBR). TBR will work with most PBX systems allowing you to gain access to an outside line, or transfer calls to another extension. The feature works when **Tel/R** is pressed.

Connecting an external TAD

You can connect an external Telephone Answering Device (TAD) to the same line as your machine. When the TAD answers a call, your machine will “listen” for the CNG (fax calling) tones sent by a sending fax machine. If it hears them it will take over the call and receive the fax. If it does not hear them, it will let your TAD take a voice message and the display will show `Telephone`.

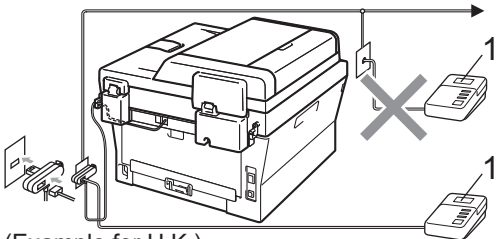
The external TAD must answer within four rings (we recommend you set it to two rings). This is because your machine cannot hear the CNG tones until the external TAD has picked up the call. The sending machine will send CNG tones for only eight to ten seconds longer. We do not recommend using the toll saver feature on your external TAD if it needs more than four rings to activate it.

Note

If you have problems receiving faxes, reduce the ring delay setting on your external TAD.

Connections

The external TAD must be connected as shown in the illustration below.



(Example for U.K.)

1 TAD

1. Set your external TAD to one or two rings. (The machine’s Ring Delay setting does not apply.)
2. Record the outgoing message on your external TAD.
3. Set the TAD to answer calls.
4. Set the Receive Mode to `External TAD`. (See *Choosing the receive mode* on page 27.)

Recording an outgoing message (OGM)

1. Record 5 seconds of silence at the beginning of your message. This allows your machine time to listen for fax tones.
2. Limit your speaking to 20 seconds.
3. End your 20-second message by giving your Remote Activation code for people sending manual faxes. For example: “After the beep, leave a message or press ✳**51** and **Start** to send a fax.”

Note

- You need to turn the Remote Codes setting to on to use the Fax Activation Code ✳51. (See *Using Remote Codes* on page 35.)
- We recommend beginning your OGM with an initial 5 second silence because the machine cannot hear fax tones over a loud voice. You may try leaving out this pause, but if your machine has trouble receiving, then you should re-record the OGM to include it.

Multi-line connections (PBX)

We suggest you ask the company who installed your PBX to connect your machine. If you have a multi line system we suggest you ask the installer to connect the unit to the last line on the system. This prevents the machine being activated each time the system receives telephone calls. If all incoming calls will be answered by a switchboard operator we recommend that you set the Receive Mode to `Manual`.

We cannot guarantee that your machine will operate properly under all circumstances when connected to a PBX. Any difficulties with sending or receiving faxes should be reported first to the company who handles your PBX.

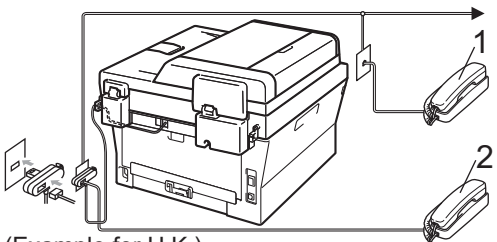
External and extension telephones

Note

You need to turn the Remote Codes setting to on to use the Remote Activation Code ✳51 and Remote Deactivation Code #51. (See *Using Remote Codes* on page 35.)

Connecting an external or extension telephone

You can connect a separate telephone directly to your machine as shown in the diagram below.



(Example for U.K.)

1 Extension telephone

2 External telephone

When you are using an external telephone, the LCD shows `Telephone`.

Operation from external or extension telephones

If you answer a fax call on an extension telephone, or an external telephone that is correctly connected to the machine through the T-piece connection, you can make your machine take the call by using the Remote Activation code. When you press the Remote Activation code ✳**51** the machine starts to receive the fax.

If you answer a call and no one is on the line:

You should assume that you're receiving a manual fax.

Press ✳**51** and wait for the chirp or until the LCD shows `Receiving`, and then hang up.

Note

You can also use the Fax Detect feature to make your machine automatically take the call. (See *Fax Detect* on page 30.)

For Fax/Tel mode only

When the machine is in Fax/Tel mode, it will use the F/T Ring Time (fast/double-ringing) to alert you to pick up a voice call.

Lift the external telephone's handset, and then press **Tel/R** to answer.

If you are at an extension telephone, you will need to lift the handset during the F/T Ring Time and then press **#51** between the fast/double rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the machine by pressing ✳**51**.

Using extension telephones (U.K. only)

Your premises may already be wired with parallel extension telephones (those connected to sockets in other rooms in the building), or perhaps you intend to add extension telephones to your line. While the simplest arrangement is a parallel connection, there are some reasons why this arrangement may cause problems.

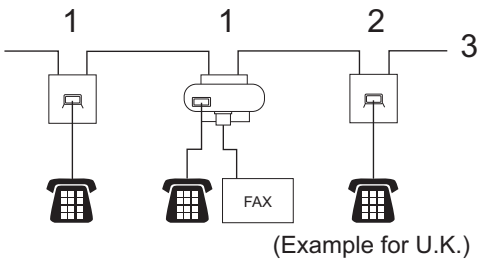
The most common problem, is someone picking up an extension telephone while the machine is trying to send a fax.

Such problems can easily be eliminated, if you arrange modification of your extension wiring circuit, such that extension devices are connected "downstream" of your machine, in a master/slave configuration (see *figure 2*). In such a configuration, this machine can always detect whether a telephone is in use, so it will not attempt to seize the line during that time. This is known as "telephone off-hook detection".

The inadvisable configuration is shown in figure 1, and the recommended master/slave configuration is shown in *figure 2*.

This new connection configuration can be arranged by contacting BT, Kingston upon Hull Telecommunications, your PBX maintainer or a qualified telephone installation company as appropriate. Simply explained, the extension telephone circuit should be terminated on a normal modular plug (BT 431A style), which in turn should be inserted into the modular socket of the white "T"-shaped connector provided as part of the line cord assembly.

Figure 1:



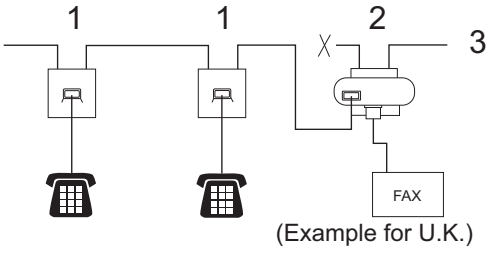
(Example for U.K.)

1 **Extension socket**

2 **Master socket**

3 **Incoming line**

Figure 2: Recommended connection of extension sockets



(Example for U.K.)

1 **Extension socket**

2 **Master socket**

3 **Incoming line**

These phones are now connected as *external devices* as shown on page 33, because they are connected to the fax machine via the T-connector.

Using a non-Brother cordless external handset

If your non-Brother cordless telephone is connected to the telephone line cord (see *Connecting an external or extension telephone* on page 33) and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay.

If you let the machine answer first, you will have to go to the machine so you can press **Tel/R** to transfer the call to the cordless handset.

Using Remote Codes

Remote Activation Code

If you answer a fax call on an external or extension telephone, you can tell your machine to receive it by pressing the Remote Activation Code ✳**51**. Wait for the chirping sounds then replace the handset. (See *Fax Detect* on page 30.) Your caller will have to press start to send the fax.

If you answer a fax call at the external telephone, you can make the machine receive the fax by pressing **Start**.

Remote Deactivation Code

If you receive a voice call and the machine is in F/T mode, it will start to sound the F/T (double-ring) after the initial ring delay. If you pick up the call on an extension telephone you can turn the F/T ring off by pressing **#51** (make sure you press this *between* the rings).

If the machine answers a voice call and fast/double-rings for you to take over, you can take the call at the external telephone by pressing **Tel/R**.

Turning on the Remote Codes

You need to turn the Remote Codes setting to on to use the Fax Receive Code and Telephone Answer Code.

1. Make sure you are in Fax mode .
2. Press **Menu 2**, **1**, **4**.
3. Press ▲ or ▼ to choose `On`.
   Press **OK**.
4. If you do not want to change the Remote Activation Code, press **OK**.
5. If you do not want to change the Remote Deactivation Code, press **OK**.
6. Press **Stop/Exit**.

Changing the Remote Codes

The preset Remote Activation Code is ⁎**51**. The preset Remote Deactivation Code is **#51**. If you are always disconnected when accessing your External TAD, try changing the three-digit remote codes, for example **###** and 555.

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **1**, **4**.
3. Press ▲ or ▼ to choose `On` or `Off`.
   Press **OK**.
4. If you chose `On` in step ❸, enter the new Remote Activation Code.
   Press **OK**.
5. Enter the new Remote Deactivation Code.
   Press **OK**.
6. Press **Stop/Exit**.

7 Dialling and storing numbers

How to dial

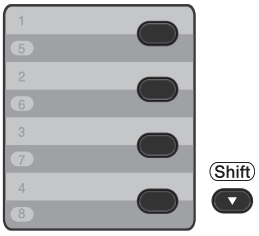
You can dial in any of the following ways.

Manual dialling

Use the dial pad to enter all the digits of the telephone or fax number.

One touch Dialling

Press the One Touch key that stores the number you want to call. (See *Storing One Touch Dial numbers* on page 40.)



To dial One Touch numbers 5 to 8, hold down **Shift** as you press the One Touch key.

Speed Dialling

Press **(Address Book)** and enter the three digit Speed Dial number. (See *Storing Speed Dial numbers* on page 42.)

Three-digit number

Note

If the LCD shows `Register Now?` when you enter a One Touch or a Speed Dial number, it means that a number is not stored there.

Search

You can search alphabetically for names you have stored in the One Touch and Speed Dial memories. (See *Storing One Touch Dial numbers* on page 40 and *Storing Speed Dial numbers* on page 42.)

1. Press **(Address Book)** twice.
2. Press the dial pad key for the first few letters of the name. (Use the chart on *Entering text* on page 130 to help you enter letters.)
   Press **OK**.
3. Press ▲ or ▼ to scroll until you find the name you are looking for.
   Press **OK**.
4. Press **Start**.

Note

- If you do not enter a letter and press **OK** in step ❷, all registered names will appear. Press ▲ or ▼ to scroll until you find the name you are looking for.
- If the LCD shows `No Contact Found` when you enter the first few letters of the name, it means that a name for the letter is not stored.

Fax redial

If you are sending a fax automatically and the line is busy, the machine will automatically redial up to three times at five minute intervals.

If you are sending a fax manually and the line is busy, press **Redial/Pause** and try it again. You can call the last number dialled by pressing **Redial/Pause**.
Redial/Pause only works if you dialled from the control panel.

Storing numbers

You can set up your machine to do the following types of easy dialling: One Touch, Speed Dial and Groups for Broadcasting faxes. You can also specify the default resolution for each One Touch and Speed Dial number. When you dial a quick dial number, the LCD shows the name, if you stored it, or the number. A scan profile can also be stored along with the fax number.

If you lose electrical power, the quick dial numbers stored in the memory will not be lost.

A scan profile is the resolution and other scan settings that you choose when you store a number. For example, you will be asked to select Standard, Fine, or Photo if you have selected the I-FAX option. Or, you will be asked to select B&W TIFF, B&W PDF, Gray JPG, Gray PDF, Gray XPS, Color JPG, Color PDF or Color XPS if you selected the E-Mail option. (I-FAX and E-mail options are available as a download for MFC-7460DN and MFC-7860DW only.)

One Touch and Speed Dial Options

The following chart shows the options for storing One Touch or Speed Dial numbers after you download the IFAX and E-mail options for MFC-7460DN and MFC-7860DW.

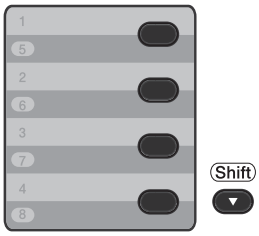
Step 1 **Enter One Touch or Speed Dial Location**	**Step 2** **Select Registration Type**	**Step 3** **Enter Number or E-mail Address**	**Step 4** **Enter Name**	**Step 5** **Select Resolution**	**Step 6** **Select File Type**
One Touch or Speed Dial	Fax/Tel	Fax Number or Tel Number	(Name) Press **OK**.	Std, Fine, S.Fine, Photo	—
	IFAX	E-mail Address		Std, Fine, Photo	—
	Email Color PDF			100dpi, 200dpi, 300dpi, 600dpi	PDF, SPDF
	Email Color JPG			100dpi, 200dpi, 300dpi, 600dpi	—
	Email Color XPS			100dpi, 200dpi, 300dpi, 600dpi	—
	Email Gray PDF			100dpi, 200dpi, 300dpi	PDF, SPDF
	Email Gray JPG			100dpi, 200dpi, 300dpi	—
	Email Gray XPS			100dpi, 200dpi, 300dpi	—
	Email B&W PDF			200dpi, 200x100dpi	PDF, SPDF
	Email B&W TIFF			200dpi, 200x100dpi	—

Storing a pause

Press **Redial/Pause** to insert a 2.8-second pause between numbers. You can press **Redial/Pause** as many times as needed to increase the length of the pause.

Storing One Touch Dial numbers

Your machine has 4 One Touch keys where you can store 8 fax or telephone numbers for automatic dialling. To access numbers 5 to 8, hold down **Shift** as you press the One Touch key.



1. Press the One Touch key where you want to store the number.
   If a number is not stored there, the LCD shows `Register Now?` Press **1** to choose `Yes`.
2. Enter the telephone or fax number (up to 20 characters).
   Press **OK**.
3. Choose one of the following:
   - Enter the name using the dial pad (up to 15 characters). Use the chart on *Entering text* on page 130 to help you enter letters.
     Press **OK**.
   - Press **OK** to store the number without a name.
4. (For MFC-7460DN / MFC-7860DW)
   If you want to save a fax resolution along with the number, choose one of the following:
   - To store the fax resolution, press ▲ or ▼ to select `Std`, `Fine`, `S.Fine` or `Photo`.
     Press **OK**.
   - Press **OK** if you do not want to change the default resolution.

If you downloaded I-FAX and E-mail options
(For MFC-7460DN and MFC-7860DW)

1. Press the One Touch key where you want to store the number.
   If a number is not stored there, the LCD shows `Register Now?`.
   Press **1** to choose `Yes`.
2. Press ▲ or ▼ to select one of the following:
   `Fax/Tel`
   `IFAX`
   `Email Color PDF`
   `Email Color JPG`
   `Email Color XPS`
   `Email Gray PDF`
   `Email Gray JPG`
   `Email Gray XPS`
   `Email B&W PDF`
   `Email B&W TIFF`
   Press **OK**.
3. Enter the telephone, fax number (up to 20 characters) or E-mail address (up to 60 characters each). Use the chart on *Entering text* on page 130 to help you enter letters.
   Press **OK**.

Note

- If you selected an E-Mail Registration Type in step ❷ and save the E-mail address, you can only use the E-mail address when you are in Scan mode.

- If you selected the IFAX Registration Type in step ❷ and save the E-mail address, you can only use the E-mail address when you are in Fax mode.

4 Do one of the following:

- Enter the name using the dial pad (up to 15 characters).

  Press **OK**.

- Press **OK** to store the number without a name.

5 Do one of the following:

- If you want to save a fax/scan resolution along with the number, go to the appropriate step as shown in the following table:
- If you do not want to change the default resolution, press **OK**, then go to step ⓬.

Option selected in step ❷	Go to step
Fax/Tel	❻
IFAX	❼
Email Color PDF	❽
Email Color JPG	
Email Color XPS	
Email Gray PDF	❾
Email Gray JPG	
Email Gray XPS	
Email B&W PDF	❿
Email B&W TIFF	

Note

- When you do a broadcast and you have saved a scan profile along with the number or E-mail address, the scan profile of the One Touch, Speed Dial or Group number you choose first will be applied to the broadcast.
- You can also store the number by pressing **Menu**, **2**, **3**, **1**.
- For details about the file format, see the *Software User's Guide*.

6 Press ▲ or ▼ to select Std, Fine, S.Fine or Photo.
Press **OK** and go to step ⓬.

7 Press ▲ or ▼ to select Std, Fine or Photo.
Press **OK** and go to step ⓬.

8 Press ▲ or ▼ to select 100dpi, 200dpi, 300dpi or 600dpi.
Press **OK**.

- If you chose Email Color PDF, go to step ⓫.
- If you chose Email Color JPG or Email Color XPS, go to step ⓬.

9 Press ▲ or ▼ to select 100dpi, 200dpi or 300dpi.
Press **OK**.

- If you chose Email Gray PDF, go to step ⓫.
- If you chose Email Gray JPG or Email Gray XPS, go to step ⓬.

10 Press ▲ or ▼ to select 200x100dpi or 200dpi.
Press **OK**.

- If you chose Email B&W PDF, go to step ⓫.
- If you chose Email B&W TIFF, go to step ⓬.

11 Select the PDF type from PDF or SPDF (Secure PDF) that will be used to send to your PC.
Press **OK** and then go to step ⓬.

12 Press **Stop/Exit**.

Storing Speed Dial numbers

You can store your frequently used numbers as Speed Dial numbers, so that when you dial you will only have to press a few keys (**(Address Book)**, the three-digit number and **Start**). The machine can store 200 Speed Dial numbers (001 - 200).

1. Press **(Address Book)** and enter a three-digit Speed Dial location number (001-200). If a number is not stored there, the LCD shows `Register Now?`
   Press **1** to choose `Yes`.
2. Enter the telephone or fax number (up to 20 characters). Use the chart on *Entering text* on page 130 to help you enter letters.
   Press **OK**.
3. Do one of the following:
   - Enter the name using the dial pad (up to 15 characters).
     Press **OK**.
   - Press **OK** to store the number without a name.
4. (For MFC-7460DN / MFC-7860DW)
   If you want to save a fax resolution along with the number, do one of the following:
   - To store the fax resolution, press ▲ or ▼ to select `Std`, `Fine`, `S.Fine` or `Photo`.
     Press **OK**.
   - Press **OK** if you do not want to change the default resolution.

If you downloaded IFAX and E-mail options (For MFC-7460DN and MFC-7860DW)

1. Press **(Address Book)** and enter a three-digit Speed Dial location number (001-200).
   If a number is not stored there, the LCD shows `Register Now?`
   Press **1** to choose `Yes`.
2. Press ▲ or ▼ to select one of the following:
   `Fax/Tel`
   `IFAX`
   `Email Color PDF`
   `Email Color JPG`
   `Email Color XPS`
   `Email Gray PDF`
   `Email Gray JPG`
   `Email Gray XPS`
   `Email B&W PDF`
   `Email B&W TIFF`
   Press **OK**.
3. Enter the telephone, fax number (up to 20 characters each) or E-mail address (up to 60 characters each). Use the chart on *Entering text* on page 130 to help you enter letters.
   Press **OK**.

Note

- If you selected an E-Mail Registration Type in step ❷ and save the E-mail address, you can only use the E-mail address when you are in Scan mode.
- If you selected the IFAX Registration Type in step ❷ and save the E-mail address, you can only use the E-mail address when you are in Fax mode.

4. Do one of the following:
   - Enter the name using the dial pad (up to 15 characters).
     Press **OK**.

■ Press **OK** to store the number without a name.

5 Do one of the following:

■ If you want to save a fax/scan resolution along with the number, go to the appropriate step as shown in the following table:

■ If you do not want to change the default resolution, press **OK,** then go to step ⓬.

Option selected in step ❷	Go to step
Fax/Tel	❻
IFAX	❼
Email Color PDF	❽
Email Color JPG	
Email Color XPS	
Email Gray PDF	❾
Email Gray JPG	
Email Gray XPS	
Email B&W PDF	❿
Email B&W TIFF	

Note

- When you do a broadcast and you have saved a scan profile along with the number or E-mail address, the scan profile of the One Touch, Speed Dial or Group number you choose first will be applied to the broadcast.
- You can also store the number by pressing **Menu**, **2**, **3**, **2**.
- For details about the file format, see the *Software User's Guide*.

6 Press ▲ or ▼ to select Std, Fine, S.Fine or Photo.
Press **OK** and go to step ⓬.

7 Press ▲ or ▼ to select Std, Fine or Photo.
Press **OK** and go to step ⓬.

8 Press ▲ or ▼ to select 100dpi, 200dpi, 300dpi or 600dpi.
Press **OK**.

■ If you chose Email Color PDF, go to step ⓫.

■ If you chose Email Color JPG or Email Color XPS, go to step ⓬.

9 Press ▲ or ▼ to select 100dpi, 200dpi or 300dpi.
Press **OK**.

■ If you chose Email Gray PDF, go to step ⓫.

■ If you chose Email Gray JPG or Email Gray XPS, go to step ⓬.

10 Press ▲ or ▼ to select 200x100dpi or 200dpi.
Press **OK**.

■ If you chose Email B&W PDF, go to step ⓫.

■ If you chose Email B&W TIFF, go to step ⓬.

11 Select the PDF type from PDF or SPDF (Secure PDF) that will be used to send to your PC.
Press **OK** and then go to step ⓬.

12 Press **Stop/Exit**.

Changing One Touch and Speed Dial numbers

If you try to change an existing One Touch or Speed Dial number, the LCD will show the name or number already stored there. If the existing One Touch or Speed Dial number you are trying to change has a schedule job or has been set to a fax forwarding number, the LCD will ask you if you want to change the name or number.

1. Do one of the following:
   - To change a stored One Touch number, press **Menu**, **2**, **3**, **1**.

     ```
     Address Book
     1.One Touch Dial
     ```

     Press the One Touch key number you want to change.
   - To change a stored Speed Dial number, press **Menu**, **2**, **3**, **2**.

     ```
     Address Book
     2.Speed Dial
     ```

     Enter the Speed Dial number you want to change then press **OK**.
2. Do one of the following:
   - To change the stored data, press **1**. Go to step ❸.
   - To exit without making a change, press **Stop/Exit**.

     ```
     #005:MIKE
     1.Change 2.Clear
     ```
3. Edit the number and name by the following the instruction. When you are finished editing, press **OK**.
   - To edit the stored name or number, press ◄ or ► to position the cursor under the character you want to change and press **Clear**. Then enter the correct character.
4. (For MFC-7460DN / MFC-7860DW)
   If you want to save a fax resolution along with the number, do one of the following:
   - To store the fax resolution, press ▲ or ▼ to select `Std`, `Fine`, `S.Fine` or `Photo`.

     Press **OK**.
   - Press **OK** if you do not want to change the default resolution.
5. Press **Stop/Exit**.

If you downloaded I-FAX and E-mail options
(For MFC-7460DN and MFC-7860DW)

1. Do one of the following:
   - To change a stored One Touch number, press **Menu**, **2**, **3**, **1**.

     Choose the One Touch number you want to change.
   - To change a stored Speed Dial number, press **Menu**, **2**, **3**, **2**.

     ```
     Speed Dial
     Speed Dial? #
     ```

     Choose the Speed Dial number you want to change, then press **OK**.
2. Do one of the following:
   - To change the stored number, press **1**.
   - To exit without making a change, press **Stop/Exit**.

     ```
     #005:MIKE
     1.Change 2.Clear
     ```

3 Press ▲ or ▼ to select one of the following:
Fax/Tel
IFAX
Email Color PDF
Email Color JPG
Email Color XPS
Email Gray PDF
Email Gray JPG
Email Gray XPS
Email B&W PDF
Email B&W TIFF
Press **OK**.

4 Press ◀ or ▶ to position the cursor under the character you want to change, and then press **Clear** to delete it. Repeat for each character you want to delete.
Enter a new number or character.
Press **OK**.

5 Follow the directions beginning in step ❹ in Storing One-Touch dial numbers and Storing Speed-Dial numbers. (See *Storing One Touch Dial numbers* on page 40 and *Storing Speed Dial numbers* on page 42.)

6 Press **Stop/Exit**.

Deleting One Touch and Speed Dial numbers

If you try to delete an existing One Touch or Speed Dial number, the LCD will show the name or number already stored there. If the existing One Touch or Speed Dial number you are trying to change has a schedule job or has been set to a fax forwarding number, the LCD will ask you if you want to change the name or number.

1 Do one of the following:

- To delete a stored One Touch number, press **Menu**, **2**, **3**, **1**.

```
Address Book
1.One Touch Dial
```

  Press the One Touch key number you want to delete.

- To delete a stored Speed Dial number, press **Menu**, **2**, **3**, **2**.

```
Address Book
2.Speed Dial
```

  Enter the Speed Dial number you want to delete then press **OK**.

2 To delete the stored data, press **2**.

```
#005:MIKE
1.Change 2.Clear
```

3 Do one of the following:

- To delete the stored data, press **1**.
- To exit without deleting the stored data, press **2**.

```
Erase This Data?
1.Yes 2.No
```

4 Press **Stop/Exit**.

Tone or Pulse

If you have a Pulse dialling service, but need to send Tone signals (for example, for telephone banking), follow the instructions below. If you have Touch Tone service, you will not need this feature to send tone signals.

1. Lift the handset of the external telephone.

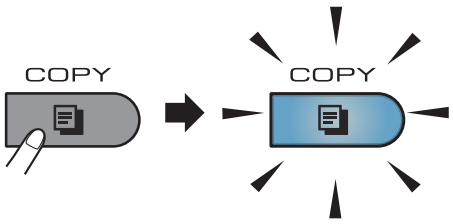
2. Press **#** on the machine's control panel. Any digits dialled after this will send tone signals.
   When you hang up, the machine will return to the Pulse dialling service.

8 Making copies

How to copy

The following steps show the basic copy operation. For details about each option, see the *Advanced User's Guide* on the CD-ROM.

1. When you want to make a copy, press (**COPY**) to illuminate it in blue.
   - Make sure you are in Copy mode.



   - The LCD shows:

```
Stack  Copies:01
100%  □□■□□ Auto
```

Note

The default setting is Fax mode. You can change the amount of time that the machine stays in Copy mode after the last copy operation. (See *Mode Timer* in *Chapter 1* of the *Advanced User's Guide.)*

2. Do one of the following to load your document:
   - Place the document *face up* in the ADF. (See *Using the automatic document feeder (ADF)* on page 22.)
   - Load your document *face down* on the scanner glass. (See *Using the scanner glass* on page 23.)

3. Press **Start**.

Stop copying

To stop copying, press **Stop/Exit**.

Copy settings

Press the temporary **Copy** keys. You can use **Options**, **Enlarge/Reduce** or **Duplex** [1].

For details about changing the copy settings, see *Copy settings* in *Chapter 7* of the *Advanced User's Guide.*

You can change the following copy settings:

- Enlarge/Reduce
- Quality
- Stack/Sort
- Brightness
- Contrast
- Page Layout
- Duplex [1]

[1] Duplex Copying (1-sided to 2-sided) for MFC-7460DN and MFC-7860DW

9 How to print from a computer

Printing a document

The machine can receive data from your computer and print it. To print from a computer, install the printer driver. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh in *Software User's Guide* for the details about the print settings.)

1. Install the Brother printer driver on the Installation CD-ROM. (See the *Quick Setup Guide*.)
2. From your application, choose the Print command.
3. Choose the name of your machine in the **Print** dialog box and click **Properties**.
4. Choose the settings you want in the **Properties** dialog box.
   - **Paper Size**
   - **Orientation**
   - **Copies**
   - **Media Type**
   - **Resolution**
   - **Print Settings**
   - **Multiple Page**
   - **Duplex / Booklet**
   - **Paper Source**
5. Click **OK** to begin printing.

10 How to scan to a computer

Scanning a document

There are several ways to scan documents. You can use the (**SCAN**) key on the machine or the scanner drivers on your computer.

1. To use the machine as a scanner, install a scanner driver. If the machine is on a Network, configure it with a TCP/IP address.
   - Install the scanner drivers on the Installation CD-ROM. (See the *Quick Setup Guide* and *Scanning* in the *Software User's Guide*.)
   - Configure the machine with a TCP/IP address if network scanning does not work. (See *Configuring Network Scanning* in the *Software User's Guide*.)
2. Load your document. (See *How to load documents* on page 22.)
   - Use the ADF to scan multiple pages of documents. It feeds each sheet automatically.
   - Use the scanner glass to scan a page of a book or one sheet at a time.
3. Do one of the following:
   - To scan using the (**SCAN**) key, go to *Scanning using the scan key* on page 49.
   - To scan using a scanner driver at your computer, go to *Scanning using a scanner driver* on page 50.

Scanning using the scan key

For more information, see *Using the Scan key* in the *Software User's Guide*.

1. Press the (**SCAN**) key.
2. Choose the scan mode you want. Scan to:
   - File
   - E-mail
   - OCR [1]
   - Image
   - FTP [2]

   [1] (Macintosh users)
   Presto! PageManager must be downloaded and installed before use. See *Accessing Brother Support (Macintosh)* on page 5 for further instructions.

   [2] For MFC-7460DN and MFC-7860DW
3. Choose the computer you want to send the data to.
4. Press **Start** to begin scanning.

Scanning using a scanner driver

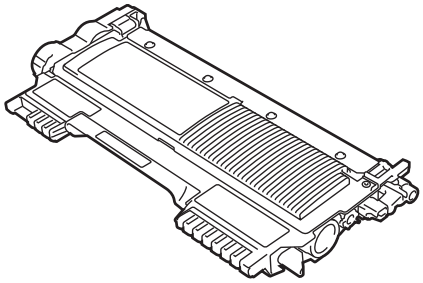
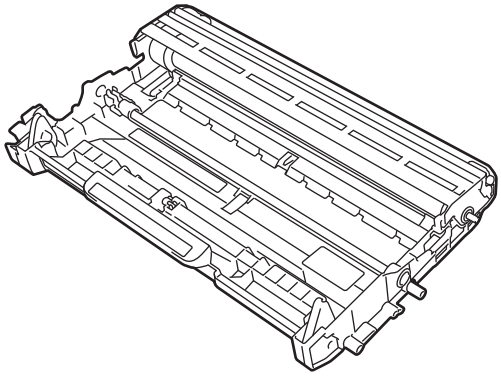
For more information, see *Scanning a document using the TWAIN driver* or *Scanning a document using the WIA driver* in the *Software User's Guide*.

1. Start a scanning application and click the **Scan** button.
2. Adjust the settings such as Resolution, Brightness and Scan Type in the Scanner Setup dialog box.
3. Click **Start** or **Scan** to begin scanning.

A Routine maintenance

Replacing the consumable items

The machine will indicate when it is time to replace the consumable items. (See *Replacing the toner cartridge* on page 52 and *Replacing the drum unit* on page 57.)

Toner cartridge	Drum unit
See *Replacing the toner cartridge* on page 52. Model Name: TN-2210, TN-2220	See *Replacing the drum unit* on page 57. Model Name: DR-2200
	

Note

- If you choose not to return your used consumable, please discard the used consumable according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office. (See *EU Directive 2002/96/EC and EN 50419* in the *Safety and Legal booklet*.)
- We recommend placing used consumable items on a piece of paper to prevent accidentally spilling or scattering the material inside.
- If you use paper that is not a direct equivalent for the recommended paper, the life of consumable items and machine parts may be reduced.
- The projected life of the toner cartridges is based on ISO/IEC 19752. Frequency of replacement will vary depending on the complexity of printed pages, percentage of coverage and type of media used.

Replacing the toner cartridge

Model Name: For the model name of toner cartridges, see *Replacing the consumable items* on page 51.

The Standard toner cartridge can print approximately 1,200 pages [1]. The High Yield toner cartridge can print approximately 2,600 pages [1]. Actual page count will vary depending on your average type of document. When a toner cartridge is running low, the LCD shows `Toner Low`.

The toner cartridge that comes supplied with the machine is;
(For MFC-7360N)
Starter toner cartridge that will need to be replaced after approximately 700 pages [1].
(For MFC-7460DN / MFC-7860DW)
Standard toner cartridge.

[1] Approx. cartridge yield is declared in accordance with ISO/IEC 19752.

Note

- It is a good idea to keep a new toner cartridge ready for use when you see the `Toner Low` warning.
- To ensure high quality printing, we recommend that you use only Brother Original toner cartridges. When you want to buy toner cartridges, please call your Brother dealer.
- We recommend that you clean the machine when you replace the toner cartridge. See *Cleaning the machine* on page 61.
- If you change the print density setting for lighter or darker printing, the amount of toner used will change.
- Wait to unpack the toner cartridge until immediately before you put it into the machine.

Toner Low

```
Toner Low
```

If the LCD shows `Toner Low`, buy a new toner cartridge and have it ready before you get a `Replace Toner` message.

Replace Toner

When the following message appears on the LCD, you need to replace the toner cartridge:

```
Replace Toner
```

The machine will stop printing until you replace the toner cartridge. A new and unused original Brother toner cartridge will reset the Replace Toner mode.

Note

To force the machine to continue printing after the LCD shows `Replace Toner`, set the machine to Continue mode (**Menu**, **1**, **8**, and choose `Continue`). The machine will continue printing until the LCD shows `Toner Ended`. (For details about the Toner settings, see *Toner Settings* in *Chapter 1* of the *Advanced User's Guide*.)

Toner Ended

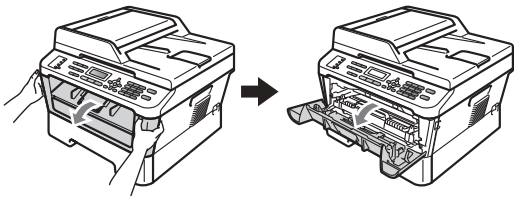
```
Toner Ended
```

The machine stops printing until you replace the toner cartridge with a new one. (See *Replacing the toner cartridge* on page 53.)

Replacing the toner cartridge

1. Make sure that the machine is turned on.

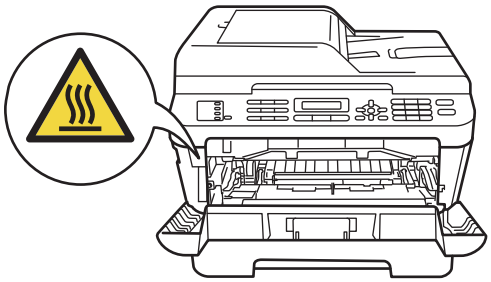
2. Open the front cover and leave the machine turned on for 10 minutes to cool down.

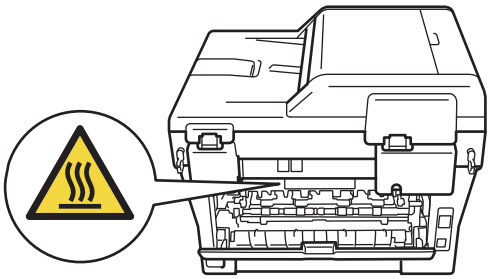


⚠ CAUTION

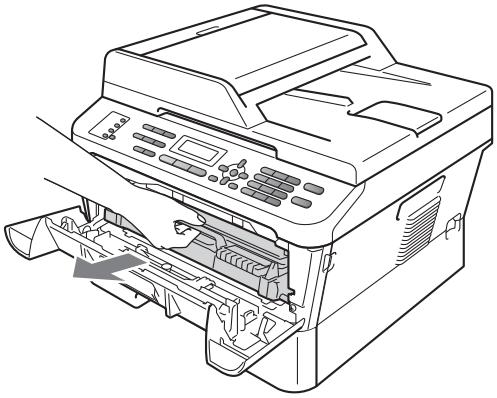
HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. When you open the front or back cover (back output tray) of the machine, DO NOT touch the shaded parts shown in the illustration. If you do this, you may get burned.



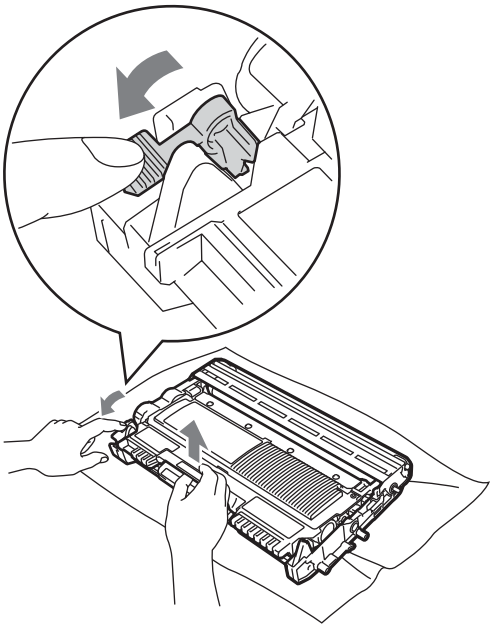


3. Take out the drum unit and toner cartridge assembly.



A

4 Push down the green lock lever and take the toner cartridge out of the drum unit.



WARNING

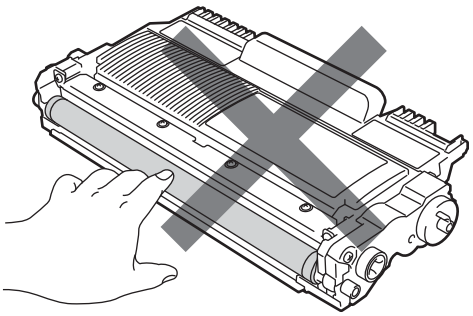
DO NOT put a toner cartridge into a fire. It could explode, resulting in injuries.

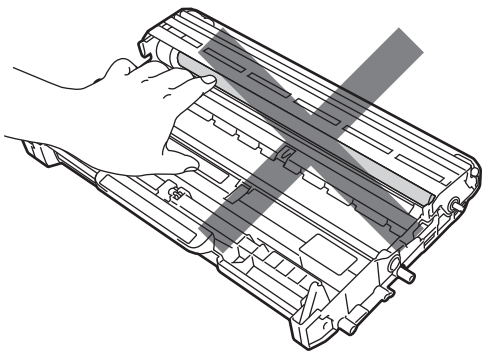
DO NOT use cleaning materials that contain ammonia, alcohol, any type of spray or any type of flammable substance to clean the inside or outside of the machine. Doing this may cause a fire or electrical shock.
See *To use the product safely* in the *Safety and Legal booklet* for how to clean the machine.

Be careful not to inhale toner.

IMPORTANT

- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat, level, stable surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.
- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustration.

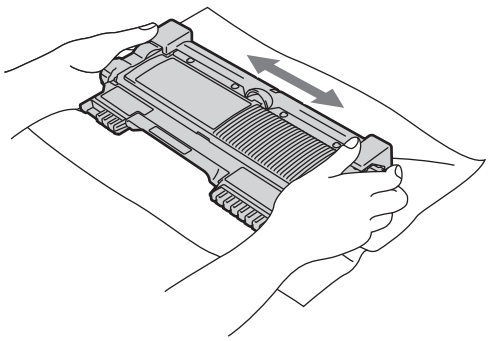




Note

- Be sure to seal up the toner cartridge tightly in a suitable bag so that toner powder does not spill out of the cartridge.
- If you choose not to return your used consumable, please discard the used consumable according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office. (See *EU Directive 2002/96/EC and EN 50419* in the *Safety and Legal booklet*.)

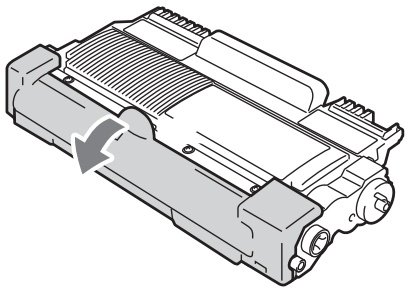
5 Unpack the new toner cartridge. Hold the cartridge level with both hands and gently shake it from side to side several times to spread the toner evenly inside the cartridge.



IMPORTANT

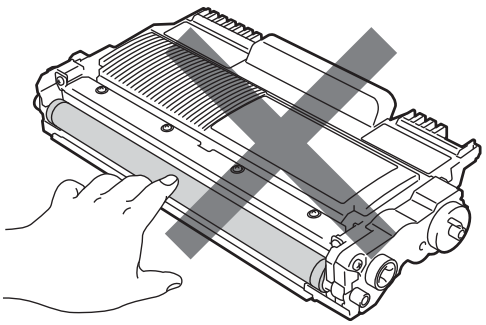
- Unpack the toner cartridge just before you put it in the machine. If a toner cartridge is left unpacked for a long time, the toner life will be shortened.
- Brother machines are designed to work with toner of a particular specification and will work to a level of optimum performance when used with genuine Brother Original toner cartridges. Brother cannot guarantee this optimum performance if toner or toner cartridges of other specifications are used. Brother does not therefore recommend the use of cartridges other than genuine Brother Original cartridges with this machine, or the refilling of empty cartridges with toner from other sources. If damage is caused to the drum unit or other part of this machine as a result of the use of toner or toner cartridges other than genuine Brother Original products due to the incompatibility or lack of suitability of those products with this machine, any repairs required as a result may not be covered by the warranty.

6 Pull off the protective cover.



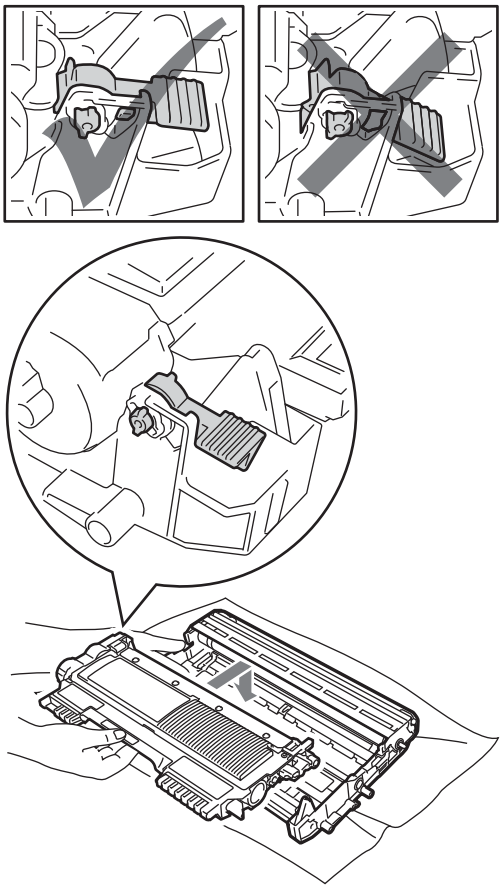
IMPORTANT

Put the toner cartridge in the drum unit immediately after you have removed the protective cover. To prevent any degradation to the print quality, DO NOT touch the shaded parts shown in the illustrations.



A

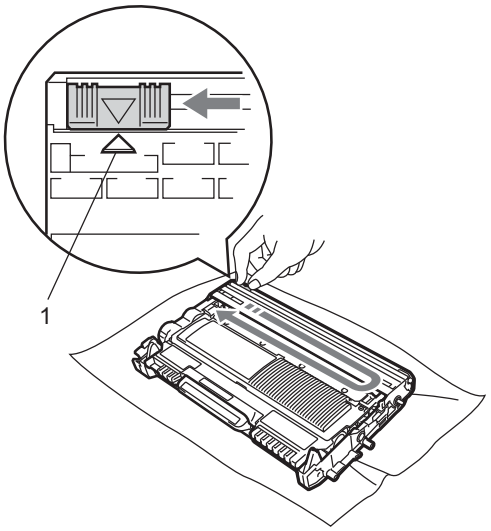
7 Put the new toner cartridge firmly into the drum unit until you hear it lock into place. If you put it in properly, the green lock lever will lift automatically.



Note

Make sure that you put in the toner cartridge properly or it may separate from the drum unit.

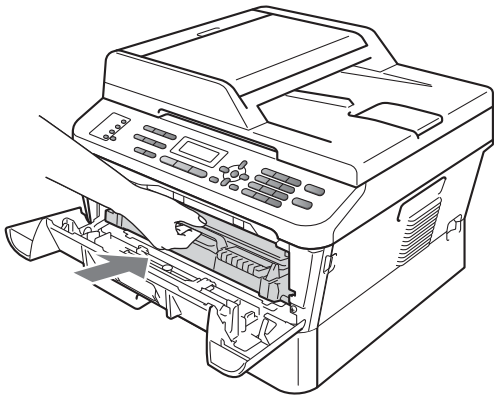
8 Clean the corona wire inside the drum unit by gently sliding the green tab from left to right and right to left several times.



Note

Be sure to return the tab to the home position (▲) (1). If you do not, printed pages may have a vertical stripe.

9 Put the drum unit and toner cartridge assembly back into the machine. Close the front cover.



Note

After replacing the toner cartridge, DO NOT turn off the machine's power switch or open the front cover until the LCD clears the `Please Wait` message and returns to Ready mode.

Replacing the drum unit

Model name: DR-2200

A new drum unit can print approximately 12,000 A4 or Letter size single-sided pages.

IMPORTANT

For best performance, use only a genuine Brother Original drum unit and genuine Brother Original toner units. Printing with a third-party drum unit or toner unit may reduce not only the print quality but also the quality and life of the machine itself. Warranty coverage may not apply to problems caused by the use of a third-party drum or toner unit.

Drum Error

```
Drum Error
```

The corona wire has become dirty. Clean the corona wire in the drum unit. (See *Cleaning the corona wire* on page 63.)

If you cleaned the corona wire and `Drum Error` was not cleared, replace the drum unit with a new one.

Replace Drum

```
Replace Drum
```

Please replace the drum unit with a new one. We recommend a genuine Brother Original drum unit be installed at this time.

After replacement, reset the drum counter by following the instructions included with the new drum unit.

Drum Stop

```
Drum Stop
```

We cannot guarantee the print quality. Please replace the drum unit with a new one. We recommend a genuine Brother Original drum unit be installed at this time.

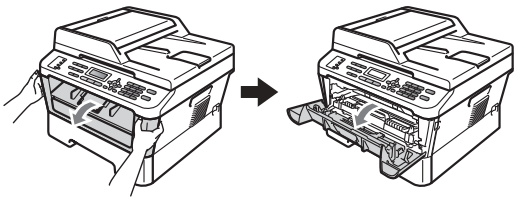
After replacement, reset the drum counter by following the instructions included with the new drum unit.

Replacing the drum unit

IMPORTANT

- While removing the drum unit, handle it carefully because it may contain toner. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.
- Every time you replace the drum unit, clean the inside of the machine. (See *Cleaning the machine* on page 61.)

1. Make sure that the machine is turned on.
2. Open the front cover and leave the machine turned on for 10 minutes to cool down.

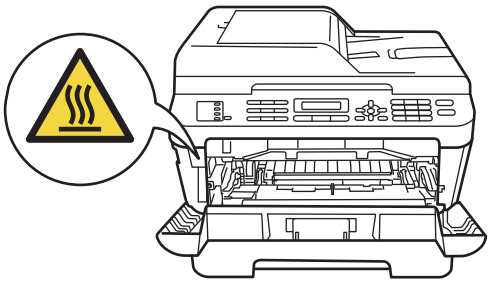


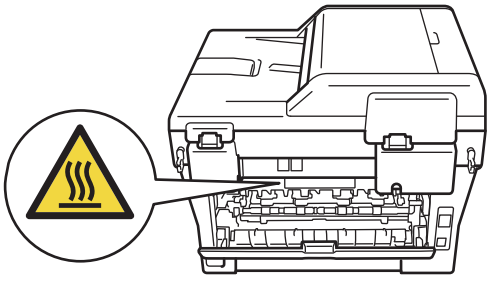
CAUTION

HOT SURFACE

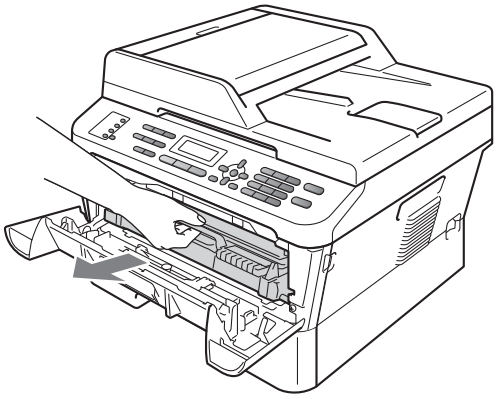
After you have just used the machine, some internal parts of the machine will be extremely hot. When you open the front or back cover (back output tray) of the machine, DO NOT touch the shaded parts shown in the illustration. If you do this, you may get burned.

A

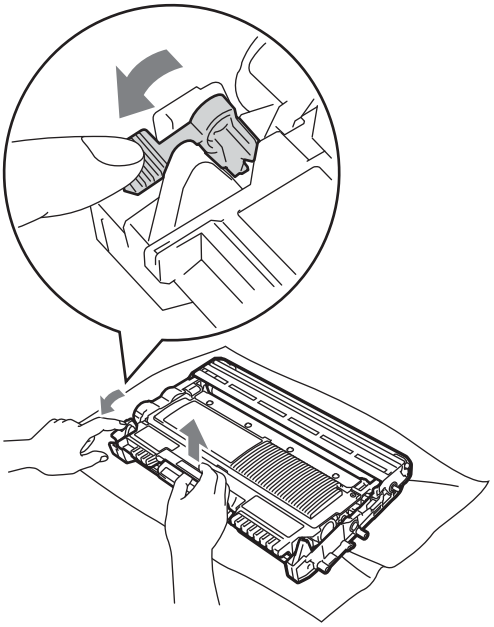




3 Take out the drum unit and toner cartridge assembly.



4 Push down the green lock lever and take the toner cartridge out of the drum unit.



⚠ WARNING

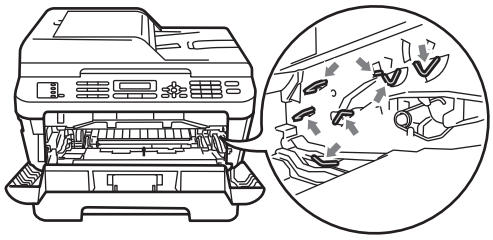
DO NOT put a toner cartridge into a fire. It could explode, resulting in injuries.

DO NOT use cleaning materials that contain ammonia, alcohol, any type of spray, or any type of flammable substance to clean the outside or inside of the machine. Doing this may cause a fire or electrical shock.
See *To use the product safely* in the *Safety and Legal booklet* for how to clean the machine.

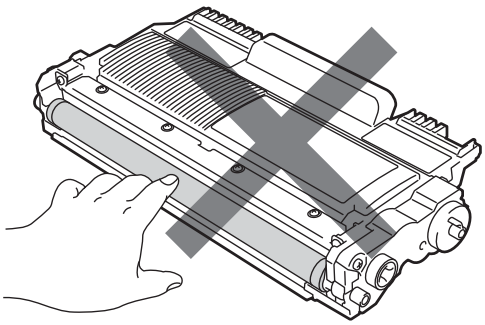
Be careful not to inhale toner.

IMPORTANT

- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



- Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.
- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.



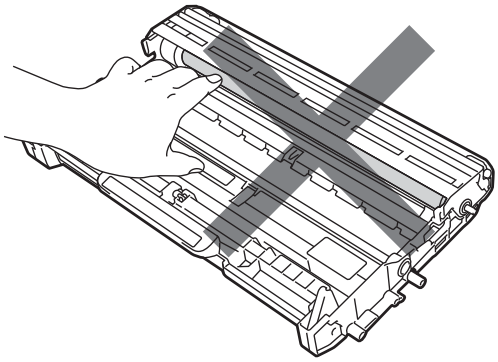
Note

- Be sure to seal up the used drum unit tightly in a bag so that toner powder does not spill out of the unit.
- If you choose not to return your used consumable, please discard the used consumable according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office. (See *EU Directive 2002/96/EC and EN 50419* in the *Safety and Legal booklet*.)

5 Unpack the new drum unit.

IMPORTANT

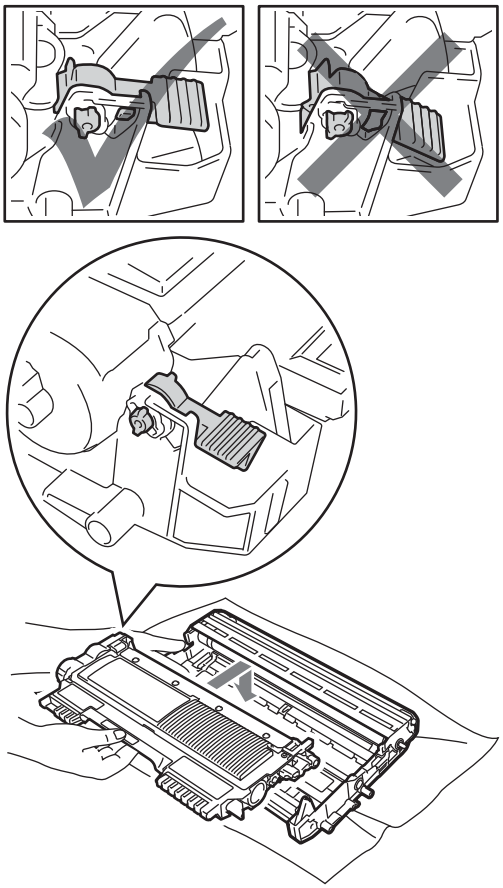
- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.



- Unpack the drum unit just before you put it in the machine. Exposure to direct sunlight or room light may damage the drum unit.

A

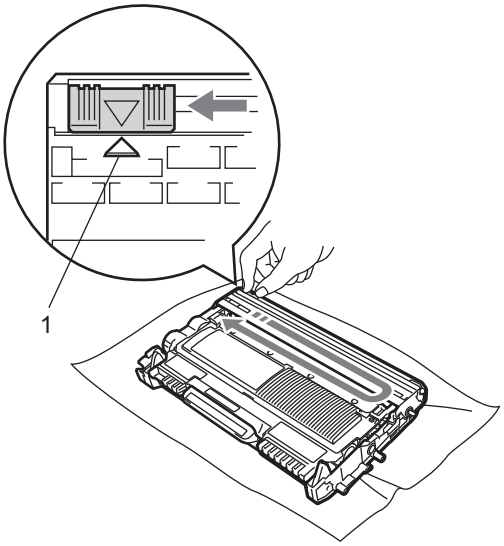
6 Put the toner cartridge firmly into the new drum unit until it locks into place. If you put the cartridge in properly, the green lock lever will lift automatically.



Note

Make sure that you put in the toner cartridge correctly or it may separate from the drum unit.

7 Clean the corona wire of the drum unit by gently sliding the green tab from left to right and right to left several times.



Note

Be sure to return the green tab to the home position (▲) (1). If you do not, printed pages may have a vertical stripe.

8 Put the new drum unit and toner cartridge assembly in the machine.

Resetting the drum counter

When you replace the drum unit with a new one, you need to reset the drum counter by completing the following steps:

1 Press **Clear**.
To confirm you are installing a new drum unit, press **1**.

2 When the LCD shows `Accepted`, close the front cover.

Cleaning the machine

Clean the outside and inside of the machine regularly with a dry, lint-free cloth. When you replace the toner cartridge or the drum unit, make sure that you clean the inside of the machine. If printed pages are stained with toner, clean the inside of the machine with a dry, lint-free cloth.

WARNING

DO NOT use any flammable substances, spray or organic solvent/liquids containing alcohol/ammonia to clean the outside or inside of the machine. Doing this may cause a fire or electrical shock.
See *To use the product safely* in the *Safety and Legal booklet* for how to clean the machine.

Be careful not to inhale toner.

IMPORTANT

Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the surface of the machine.

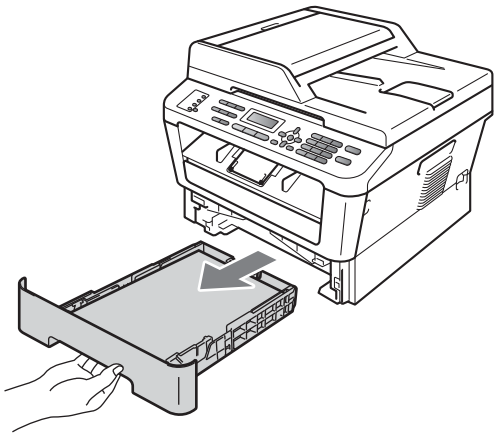
Cleaning the outside of the machine

1. Turn off the machine. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the electrical socket.

Note

(For MFC-7360N and MFC-7460DN) To prevent you from losing any important messages, see *Transferring your faxes or Fax Journal report* on page 77.

2. Pull the paper tray completely out of the machine.



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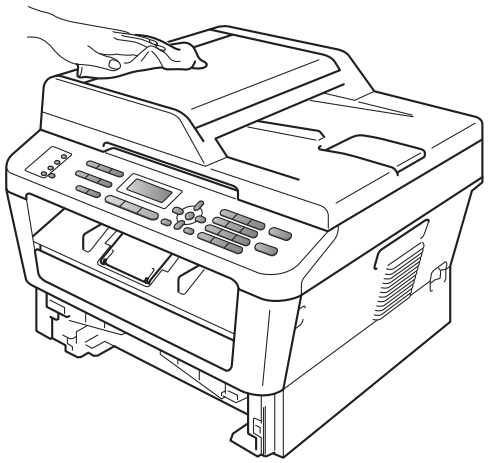
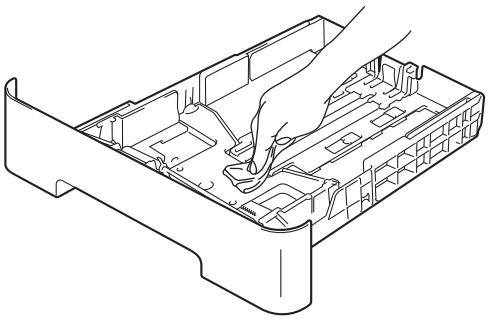
3 Wipe the outside of the machine with a dry, lint-free soft cloth to remove dust.



4 Remove any paper that is in the paper tray.

5 Wipe the inside and the outside of the paper tray with a dry, lint-free soft cloth to remove dust.



6 Re-load the paper and put the paper tray firmly back in the machine.

7 Plug the machine's power cord back into the electrical socket first, connect all cables, and then plug in the telephone line cord. Turn on the machine.

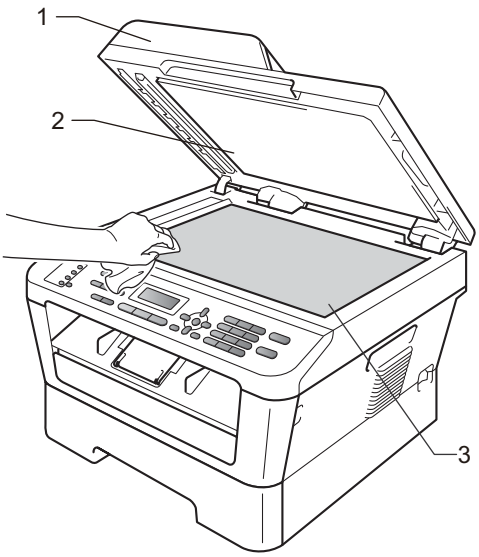
Cleaning the scanner glass

1 Turn off the machine. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the eclectrical socket.

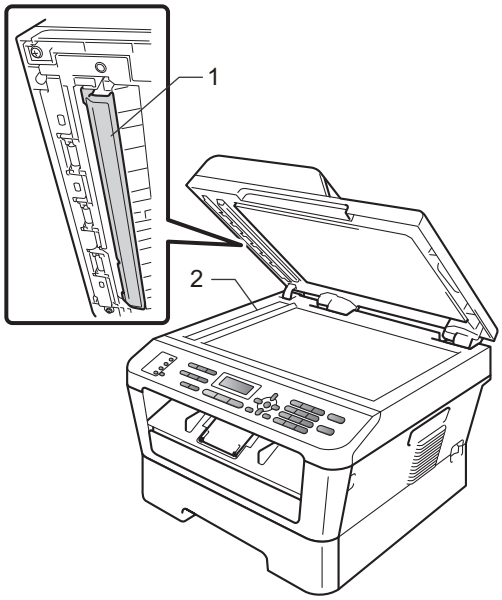
Note

(For MFC-7360N and MFC-7460DN) To prevent you from losing any important messages, see *Transferring your faxes or Fax Journal report* on page 77.

2 Lift the document cover (1).
Clean the white plastic surface (2) and scanner glass (3) underneath it with a soft lint-free cloth moistened with water.



3 In the ADF unit, clean the white bar (1) and the scanner glass strip (2) underneath it with a soft lint-free cloth moistened with water.



Note

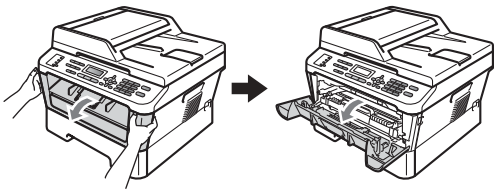
In addition to cleaning the scanner glass and glass strip with a soft lint-free cloth moistened with water, run your finger tip over the glass to see if you can feel anything on it. If you feel dirt or debris, clean the glass again concentrating on that area. You may need to repeat the cleaning process three or four times. To test, make a copy after each cleaning.

4 Plug the machine's power cord back into the electrical socket first, connect all cables, and then plug in the telephone line cord. Turn on the machine.

Cleaning the corona wire

If you have print quality problems, clean the corona wire as follows:

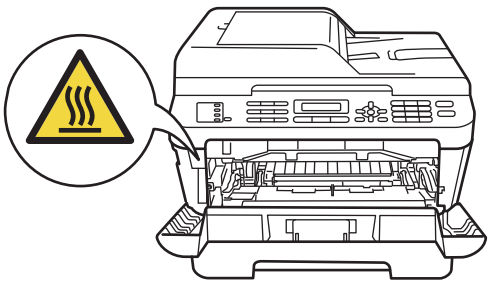
1 Open the front cover and leave the machine turned on for 10 minutes to cool down.

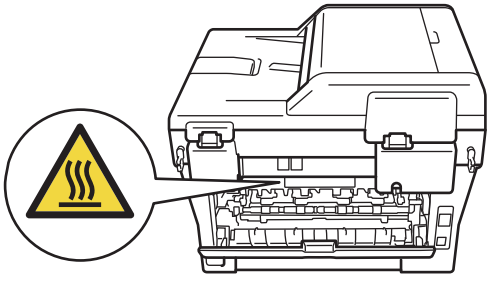


WARNING

HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. Wait for the machine to cool down before you touch the internal parts of the machine.





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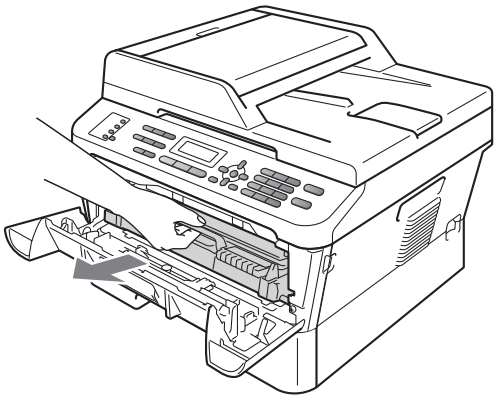
2 Slowly take out the drum unit and toner cartridge assembly.

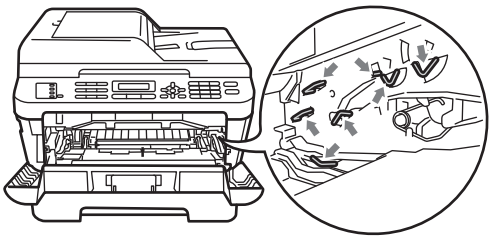


⚠ CAUTION

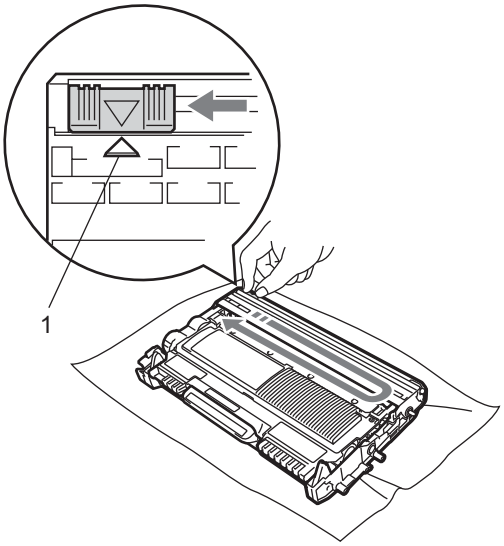
We recommend that you place the drum unit and toner cartridge assembly on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.

Handle the toner cartridge carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.

To prevent damage to the machine caused by static electricity, DO NOT touch the electrodes shown in the illustration.



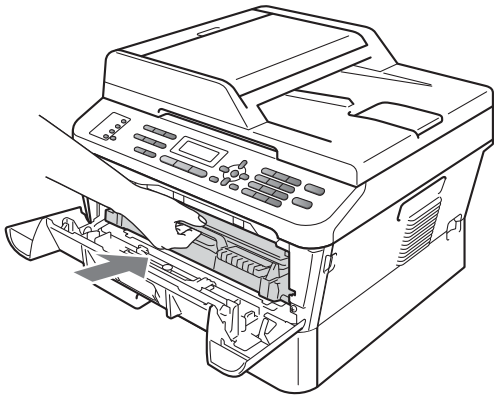
3 Clean the corona wire inside the drum unit by gently sliding the green tab from right to left and left to right several times.



Note

Be sure to return the tab to the home position (▲) (1). If you do not, printed pages may have a vertical stripe.

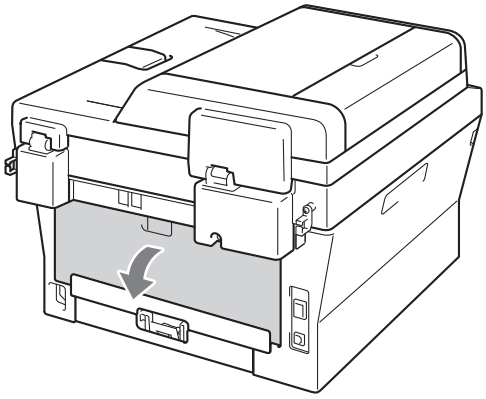
4 Put the drum unit and toner cartridge assembly back into the machine. Close the front cover.



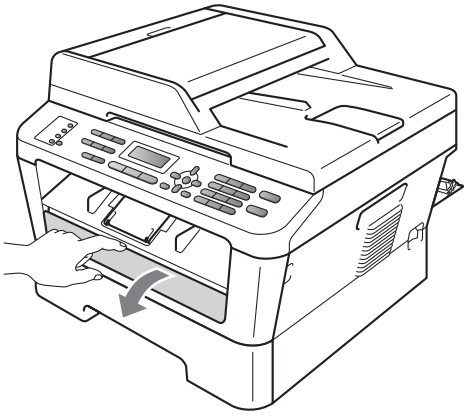
Cleaning the drum unit

If you have print quality problems, the drum may have foreign material, such as glue from a label stuck on the drum surface. Follow the steps below to solve the problem.

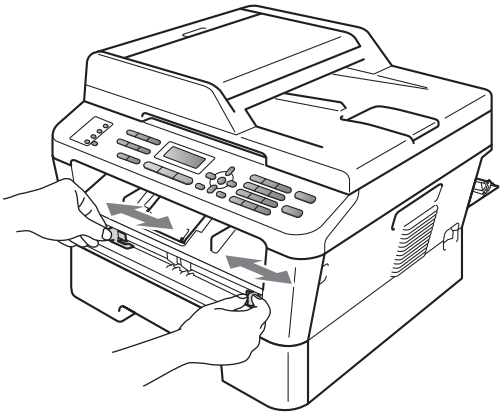
1. Prepare blank A4 or Letter size paper.
2. Make sure the machine is in Ready mode.
3. Open the back cover (face-up output tray).



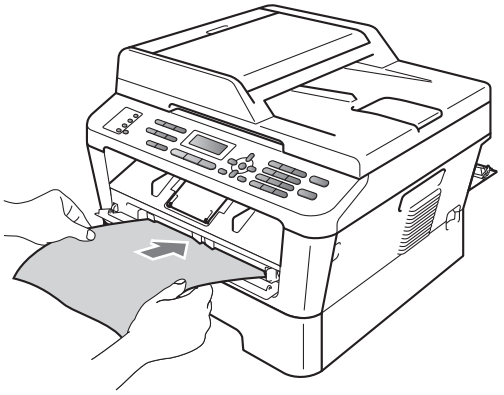
4. Open the manual feed slot cover.



5. Press **Clear** and **Menu** at the same time. The `Drum Cleaning` message will appear on the LCD.
6. Using both hands, slide the manual feed paper guides to the width of the paper that you are going to use.



7. Using both hands, put one piece of A4 or Letter size paper in the manual feed slot until the top edge of the paper touches the paper feed roller. When you feel the machine pull in the paper, let go. The machine will start the Drum Cleaning process.



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Note

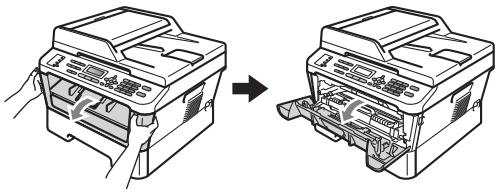
- The machine makes a mechanical noise during the Drum Cleaning process because the machine rotates the OPC drum in reverse. This noise is not due to a malfunction of the machine.
- DO NOT put more than one sheet of paper in the manual feed slot at any one time, as it may cause a jam.
- If the paper in the manual feed slot is other than A4 or Letter size, the machine will stop the Drum Cleaning process and eject the paper.
- Make sure that the paper is straight and in the proper position in the manual feed slot. If it is not, it may not be fed properly, resulting in a skewed printout or a paper jam.
- DO NOT close the back cover (face-up output tray) during the Drum Cleaning process. The machine will stop the Drum Cleaning process and eject the paper. It may cause a jam.
- If the machine receives a print job before you put the sheet of paper in the manual feed slot, the machine will finish the Drum Cleaning process first, and then print the print job.

8. When the machine has finished cleaning, the machine returns to Ready mode.

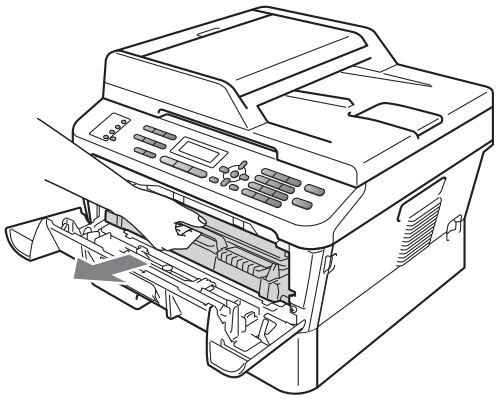
9. Repeat steps ❺ to ❽ two more times using a new blank sheet of paper each time. Upon completion please discard the used paper.

If the problem is not solved yet, follow the steps below:

1. Open the front cover and leave the machine turned on for 10 minutes to cool down.



2. Slowly take out the drum unit and toner cartridge assembly.

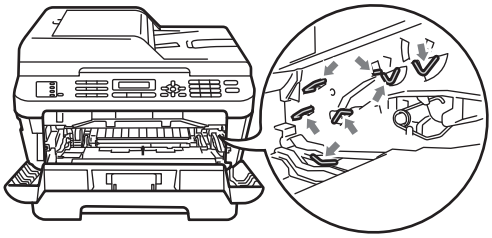


⚠ CAUTION

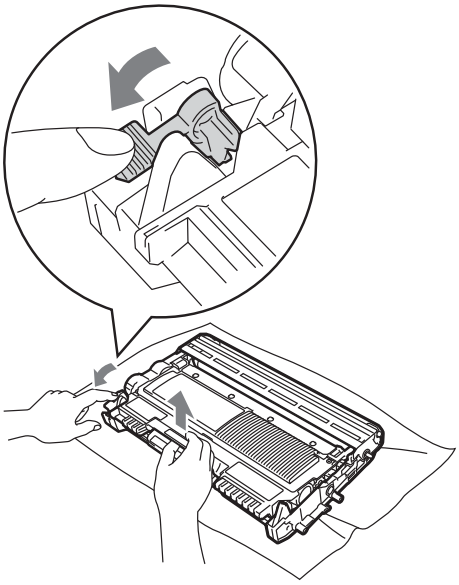
We recommend that you put the drum unit and toner cartridge assembly on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.

Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.

To prevent damage to the machine caused by static electricity, DO NOT touch the electrodes shown in the illustration.

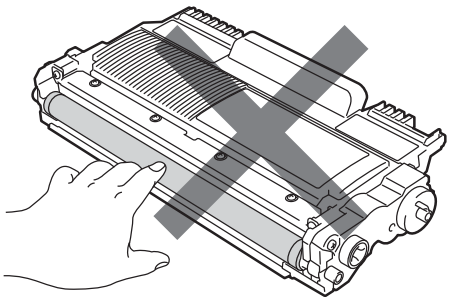


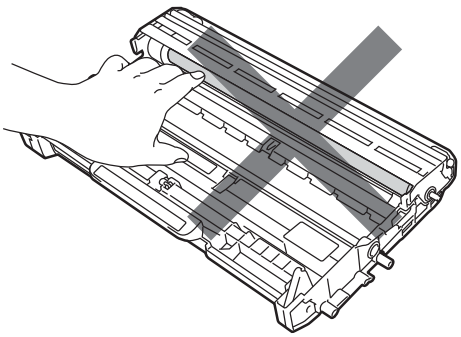
3 Push down the green lock lever and take the toner cartridge out of the drum unit.



! IMPORTANT

- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations below.





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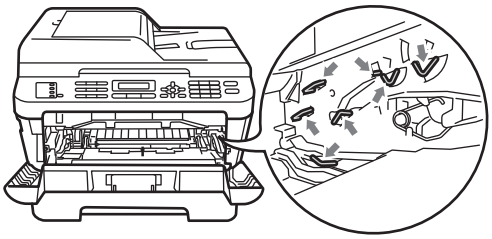
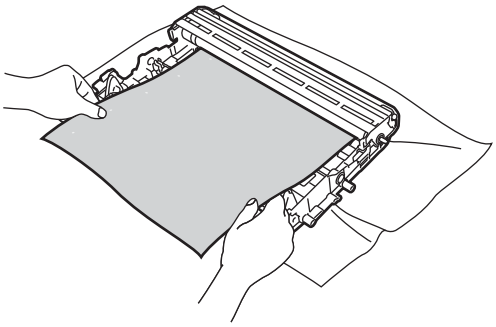
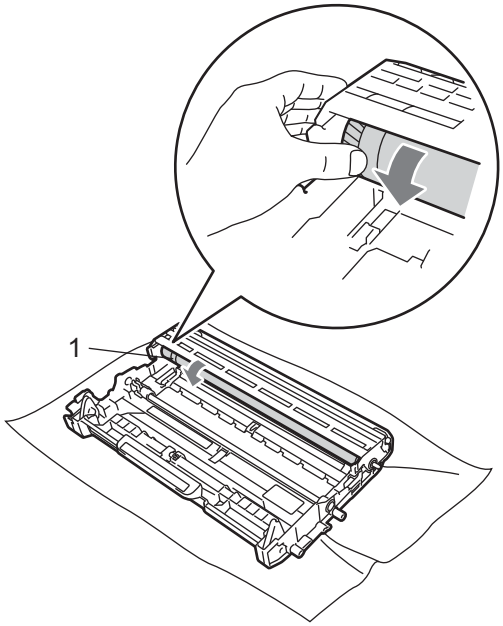
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



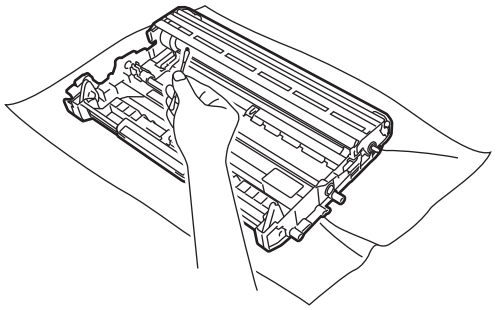
4 Put the print sample in front of the drum unit, and find the exact position of the poor print.



5 Turn the drum unit gear by hand while looking at the surface of the OPC drum (1).



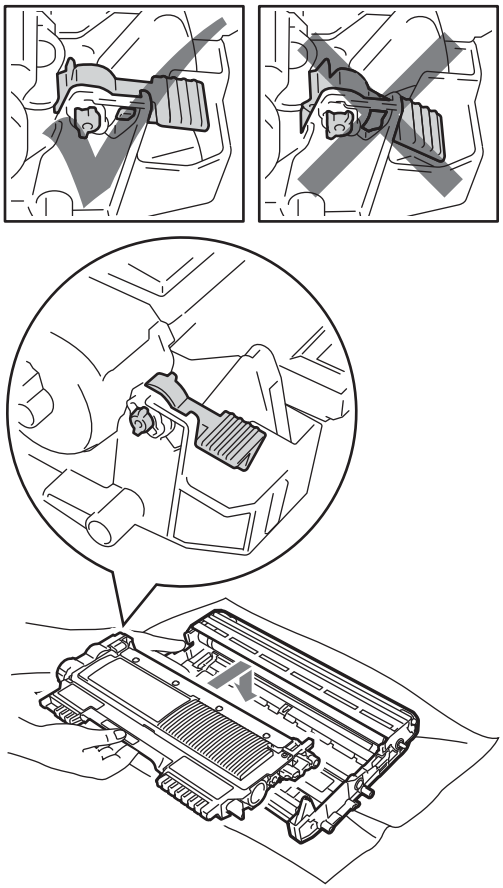
6 When you have found the mark on the drum that matches the print sample, wipe the surface of the OPC drum with a dry cotton swab until the dust or glue on the surface comes off.



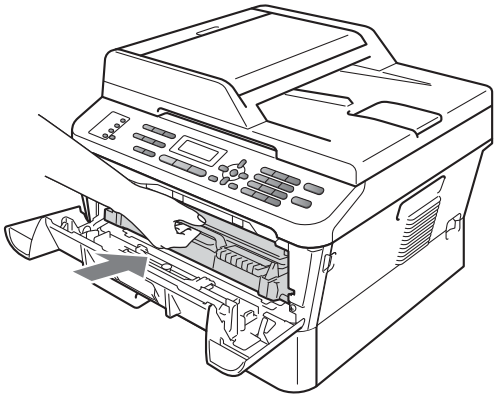
IMPORTANT

DO NOT clean the surface of the photosensitive drum with a sharp object.

7 Put the toner cartridge back into the drum unit until it locks into place. If you put the cartridge in properly, the green lock lever will lift automatically.



8 Put the drum unit and toner cartridge assembly back in the machine.



9 Close the front cover.

Cleaning the paper pick-up rollers

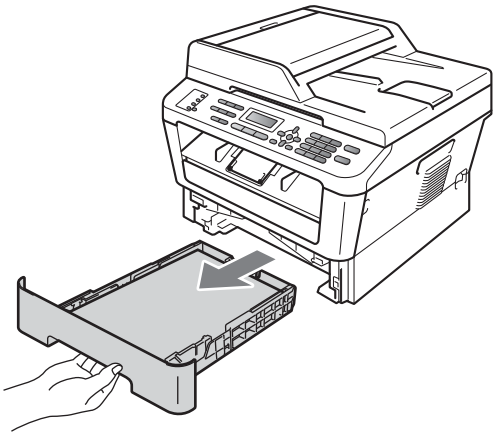
If you have paper feed problems, clean the pick-up rollers as follows:

1. Turn off the machine. Unplug the power cord from the electrical socket.

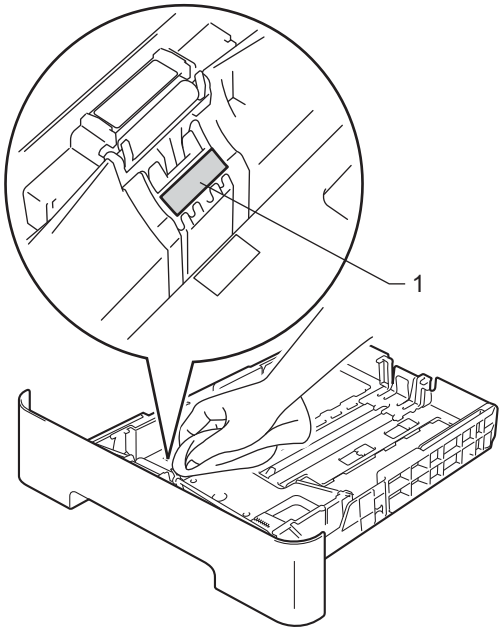
Note

(For MFC-7360N and MFC-7460DN) To prevent you from losing any important messages, see *Transferring your faxes or Fax Journal report* on page 77.

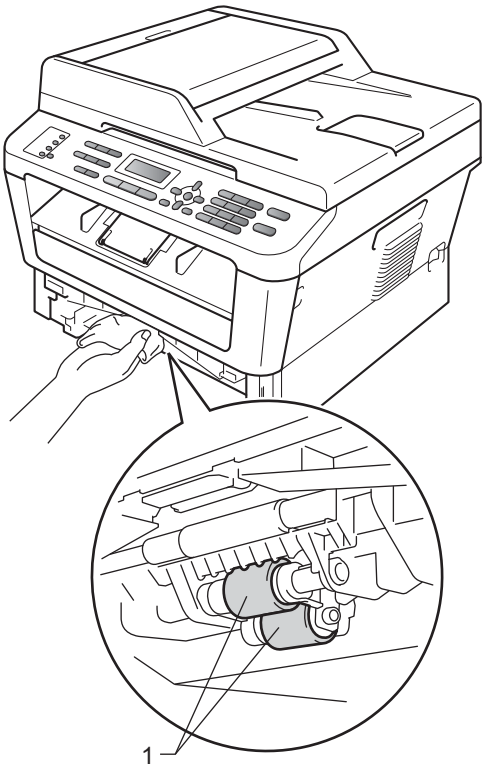
2. Pull the paper tray completely out of the machine.



3. Tightly wring out a lint-free cloth soaked in lukewarm water, and then wipe the separator pad (1) of the paper tray with it to remove dust.



4 Wipe the two pick-up rollers (1) inside of the machine to remove dust.



5 Put the paper tray back in the machine.

6 Plug the machine's power cord back into the electrical socket. Turn on the machine.

Checking the machine

Checking the Page Counters

You can see the machine's Page Counters for copies, printed pages, reports and lists, faxes or a summary total.

1 (For MFC-7360N/MFC-7460DN) Press **Menu**, **6**, **2**.
(For MFC-7860DW) Press **Menu**, **7**, **2**.

2 Press ▲ or ▼ to see `Total`, `Fax/List`, `Copy` or `Print`.

3 Press **Stop/Exit**.

Checking the remaining life of parts

You can see the machine's parts life on the LCD.

1 (For MFC-7360N/MFC-7460DN) Press **Menu**, **6**, **3**.
(For MFC-7860DW) Press **Menu**, **7**, **3**.

2 Press **Stop/Exit**.

B Troubleshooting

Error and maintenance messages

As with any sophisticated office product, errors may occur and consumable items may need to be replaced. If this happens, your machine identifies the error or required routine maintenance and shows the appropriate message. The most common error and maintenance messages are shown below.

You can clear most errors and perform routine maintenance messages by yourself. If you need more help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips:

Visit us at http://solutions.brother.com/.

Error Message	Cause	Action
Access Denied	The function you want to use is restricted by Secure Function Lock.	Contact your administrator to check your Secure Function Lock Settings.
BT Call Sign On (U.K. only)	BT Call Sign is set to On. You cannot change the Receive Mode from Manual to another mode.	Set BT Call Sign to Off. See *BT Call Sign (U.K. only)* in *Chapter 5* of the *Advanced User's Guide*.
Cartridge Error	The toner cartridge is not installed correctly.	Pull out the drum unit and remove the toner cartridge, then re-install the toner cartridge in the drum unit.
Comm.Error	Poor telephone line quality caused a communication error.	Try sending the fax again or try connecting the machine to another telephone line. If the problem continues, call the telephone company and ask them to check your telephone line.
Connection Fail	You tried to poll a fax machine that is not in Polled Waiting mode.	Check the other fax machine's polling setup.
Cooling Down Wait for a while	The temperature of the drum unit or toner cartridge is too hot. The machine will pause its current print job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the LCD shows Cooling Down, and Wait for a while.	Make sure that you can hear the fan in the machine spinning and that the exhaust outlet is not blocked by something. If the fan is spinning, remove any obstacles that surround the exhaust outlet, and then leave the machine turned on but do not use it for several minutes. If the fan is not spinning do one of the following: (For MFC-7360N and MFC-7460DN) See *Transferring your faxes or Fax Journal report* on page 77 before disconnecting the machine so you will not lose any important messages. Then, disconnect the machine from the power for several minutes and then reconnect it. (For MFC-7860DW) Disconnect the machine from the power for several minutes, then reconnect it.

Error Message	Cause	Action
Cover is Open	The front cover is not completely closed.	Close the front cover of the machine.
Cover is Open	The ADF cover is not completely closed.	Close the ADF cover of the machine.
	The ADF is open while loading a document.	Close the ADF cover of the machine, then press **Stop/Exit**.
Cover is Open	The fuser cover is not completely closed or paper was jammed in the back of the machine when you turned on the power.	■ Close the fuser cover of the machine. ■ Make sure paper is not jammed inside the back of the machine, and then close the fuser cover and press **Start**.
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again.
Document Jam	The document was not inserted or fed correctly, or the document scanned from the ADF was too long.	See *Document is jammed in the top of the ADF unit* on page 78 or *Using the automatic document feeder (ADF)* on page 22.
Drum Error	The corona wire on the drum unit needs to be cleaned.	Clean the corona wire on the drum unit. (See *Cleaning the corona wire* on page 63.)
Drum Stop	It is time to replace the drum unit.	Replace the drum unit. (See *Replacing the drum unit* on page 57.)
Duplex Disabled	The duplex tray is removed or is not properly installed.	Carefully put the duplex tray into the machine until it clicks into place.
	The back of the machine is not closed completely.	Close the back cover of the machine.
EL Error	The machine has a mechanical problem.	Open the front cover and close it again.
Fuser Error	The temperature of the fuser unit does not rise to a specified temperature within the specified time.	(For MFC-7360N and MFC-7460DN) Received fax messages still in memory will be lost when the machine is turned off. See *Transferring your faxes or Fax Journal report* on page 77 before disconnecting the machine so you will not lose any important messages. Then, turn the power switch off, wait a few seconds, and then turn it on again. Leave the machine for 15 minutes with the power on. (For MFC-7860DW) Turn the power switch off, wait a few seconds, and then turn it on again. Leave the machine for 15 minutes with the power on.
	The fuser unit is too hot.	

Error Message	Cause	Action
Init Unable XX	The machine has a mechanical problem.	■ (For MFC-7360N and MFC-7460DN) Received fax messages still in memory will be lost when the machine is turned off. See *Transferring your faxes or Fax Journal report* on page 77 before disconnecting the machine so you will not lose any important messages. Then, disconnect the machine from the power for several minutes and then reconnect it. (For MFC-7860DW) Disconnect the machine from the power for several minutes, then reconnect it. ■ If the problem continues, call your Brother dealer.
Jam Duplex	The paper is jammed in the duplex tray at the back of the machine.	(See *Paper is jammed in the Duplex Tray (MFC-7460DN and MFC-7860DW)* on page 88.)
Jam Inside	The paper is jammed inside the machine.	(See *Paper is jammed inside the machine* on page 83.)
Jam Rear	The paper is jammed in the back of the machine.	(See *Paper is jammed at the back of the machine* on page 81.)
Jam Tray	The paper is jammed in the paper tray of the machine.	(See *Paper is jammed in the standard paper tray* on page 80.)
Limit Exceeded	The Page Limit set in Secure Function Lock 2.0 for your ID was reached.	Contact your administrator to check your Secure Function Lock Settings.
Manual Feed	**Manual Feed** was selected as the paper source when there was no paper in the manual feed slot.	Place a sheet of paper in the manual feed slot. (See *Loading paper in the manual feed slot* on page 12.)
No Paper	The machine is out of paper or paper is not correctly loaded in the paper tray.	Do one of the following: ■ Refill the paper in the paper tray and press **Start**. ■ Remove the paper and load it again. Then press **Start**. ■ If the problem is not resolved, the paper pick-up roller may need to be cleaned. Clean the paper pick-up roller. (See *Cleaning the paper pick-up rollers* on page 70.)
No Response/Busy	The number you dialled does not answer or is busy.	Verify the number and try again.
No Toner	The toner cartridge is not installed correctly.	Pull out the drum unit. Take out the toner cartridge and then put it back into the drum unit.

Error Message	Cause	Action
Not Available	This function is not permitted to all IDs by Secure Function Lock 2.0.	Contact your administrator to check your Secure Function Lock Settings.
Out of Memory	The machine's memory is full.	**Fax sending or copy operation in progress** Do one of the following: ■ Press **Start** to send or copy the scanned pages. ■ Press **Stop/Exit** and wait until the other operations in progress finish, and then try again. ■ Clear the faxes from the memory. Print the faxes that are stored in the memory to restore the memory to 100%. Then turn off Fax Storage to avoid storing more faxes in the memory. (See *Printing a fax from the memory* in *Chapter 4* of the *Advanced User's Guide* and *Fax Storage* in *Chapter 4* of the *Advanced User's Guide*.) **Print operation in process** Do one of the following: ■ Reduce the print resolution. (See *Basic tab* in the *Software User's Guide*.) ■ Clear the faxes from the memory. (See the above explanation.)
Print Unable XX	The machine has a mechanical problem.	Do one of the following: ■ (For MFC-7360N and MFC-7460DN) *Transferring your faxes or Fax Journal report* on page 77 before disconnecting the machine so you will not lose any important messages. Then, disconnect the machine from the power for several minutes and then reconnect it. (For MFC-7860DW) Disconnect the machine from the power for several minutes, then reconnect it. ■ If the problem continues, call your Brother dealer.
Replace Drum	It is time to replace the drum unit.	Replace the drum unit. (See *Replacing the drum unit* on page 57.)
	The drum unit counter was not reset when a new drum was installed.	Reset the drum unit counter. (See *Replacing the drum unit* on page 57.)

Error Message	Cause	Action
Replace Toner	The machine will stop printing until you replace the toner cartridge.	If you have set the Toner setting to Stop, replace the toner cartridge with a new and unused original Brother toner cartridge. This will reset the Replace Toner mode. (See *Replacing the toner cartridge* on page 52.) If you have set the Toner setting to Continue, the machine will continue to print data until the LCD shows Toner Ended. For how to operate the machine in Continue mode, see *Toner Settings* in *Chapter 1* of the *Advanced User's Guide*.
Scan Unable XX	The machine has a mechanical problem.	■ (For MFC-7360N and MFC-7460DN) See *Transferring your faxes or Fax Journal report* on page 77 before disconnecting the machine so you will not lose any important messages. Then, disconnect the machine from the power for several minutes and then reconnect it. (For MFC-7860DW) Disconnect the machine from the power for several minutes, then reconnect it. ■ If the problem continues, call your Brother dealer.
Size Error DX	The paper in the tray is not a suitable size for automatic duplex printing.	Load A4 paper for automatic duplex printing, and then press **Start**. (See *Print media* on page 135.)
Size mismatch	The paper in the tray is not a correct size.	Load an appropriate size of paper in the tray, and re-set the “Paper Size” (**Menu**, **1**, **2**, **2**). (See *Paper Size* on page 17.)
Toner Ended	It is time to replace the toner cartridge.	Replace the toner cartridge with a new one. (See *Replacing the toner cartridge* on page 52.)
Toner Low	The toner is low.	Buy a new toner cartridge before you get a Replace Toner message.

Transferring your faxes or Fax Journal report

If the LCD shows:

- Init Unable XX
- Print Unable XX
- Scan Unable XX

(MFC-7360N and MFC-7460DN)
If it is necessary to disconnect the machine from the AC power outlet, we recommend transferring your faxes to another fax machine or to your PC before you unplug the machine. (See *Transferring faxes to another fax machine* on page 77 or *Transferring faxes to your PC* on page 77.)

You can also transfer the Fax Journal report to see if there are any faxes you need to transfer. (See *Transferring Fax Journal report to another fax machine* on page 77.)

Note

If there is an error message on the machine's LCD, after the faxes have been transferred, disconnect the machine from the power source for several minutes, and then reconnect it.

Transferring faxes to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode. (See *Enter personal information (station ID)* in the *Quick Setup Guide*.)

1. Press **Menu**, **9**, **0**, **1**.
2. Do one of the following:
   - If the LCD shows No Data, there are no faxes left in the machine's memory. Press **Stop/Exit**.
   - Enter the fax number to which faxes will be forwarded.
3. Press **Start**.

Transferring faxes to your PC

You can transfer the faxes from your machine's memory to your PC.

1. Make sure that you have installed **MFL-Pro Suite** on your PC, and then turn on **PC-Fax Receiving** on the PC. (For details about PC-Fax Receive, see *PC-FAX receiving* in the *Software User's Guide*.)
2. Make sure that you have set PC Fax Receive on the machine. (See *PC-Fax Receive* in *Chapter 4* of the *Advanced User's Guide*.)
   If faxes are in the machine's memory when you set up PC-Fax Receive, the LCD will ask if you want to transfer the faxes to your PC.
3. Do one of the following:
   - To transfer all faxes to your PC, press **1**. You will be asked if you want a backup print.
   - To exit and leave the faxes in the memory, press **2**.
4. Press **Stop/Exit**.

Transferring Fax Journal report to another fax machine

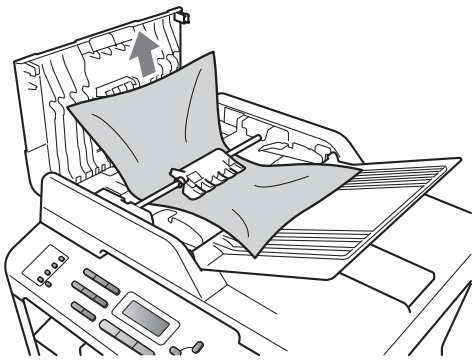
If you have not set up your Station ID, you cannot enter fax transfer mode. (See *Enter personal information (station ID)* in the *Quick Setup Guide*.)

1. Press **Menu**, **9**, **0**, **2**.
2. Enter the fax number to which the Fax Journal report will be forwarded.
3. Press **Start**.

Document Jams

Document is jammed in the top of the ADF unit

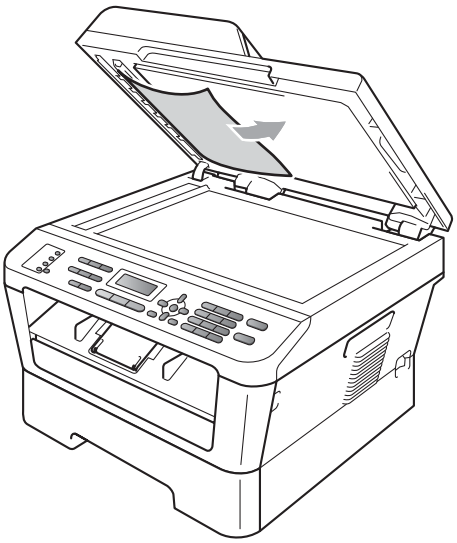
1. Take out any paper from the ADF that is not jammed.
2. Open the ADF cover.
3. Pull the jammed document out to the left.



4. Close the ADF cover.
5. Press **Stop/Exit**.

Document is jammed under the document cover

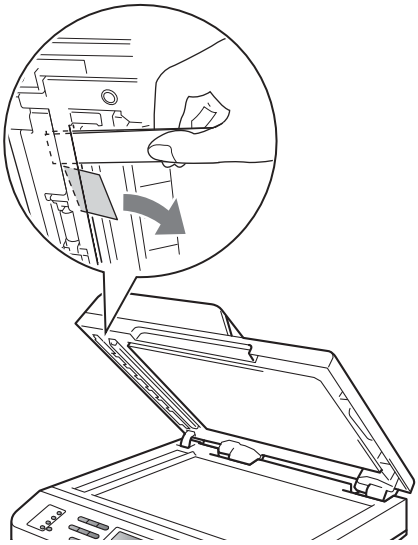
1. Take out any paper from the ADF that is not jammed.
2. Lift the document cover.
3. Pull the jammed document out to the right.



4. Close the document cover.
5. Press **Stop/Exit**.

Removing small documents jammed in the ADF

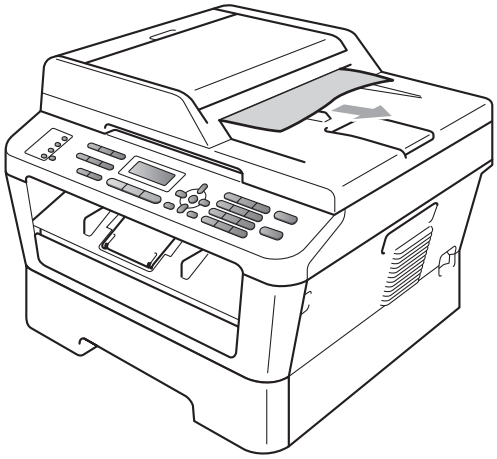
1. Lift the document cover.
2. Insert a piece of stiff paper, such as cardstock, into the ADF to push any small paper scraps through.



3. Close the document cover.
4. Press **Stop/Exit**.

Document is jammed at the output tray

1. Take out any paper from the ADF that is not jammed.
2. Pull the jammed document out to the right.



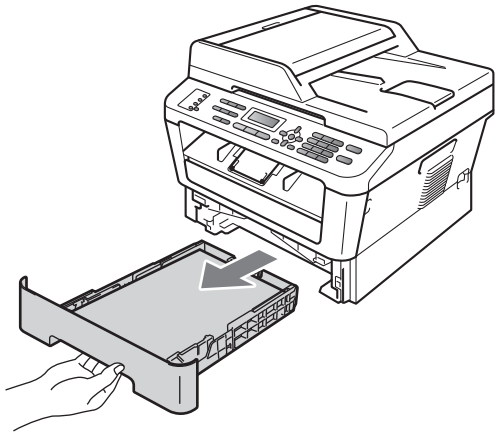
3. Press **Stop/Exit**.

Paper Jams

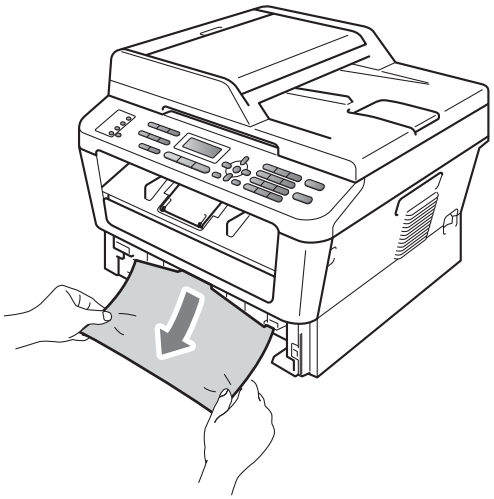
Paper is jammed in the standard paper tray

If the LCD shows `Jam Tray`, follow these steps:

1. Pull the paper tray completely out of the machine.



2. Use both hands to slowly pull out the jammed paper.



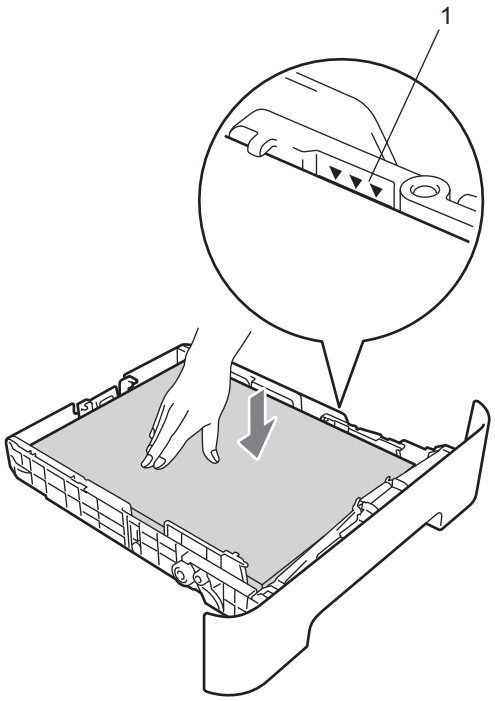
IMPORTANT

If the paper cannot easily be removed in this direction, stop and follow the instructions for *Paper is jammed inside the machine* on page 83.

Note

Pulling out the jammed paper downwards allows you to remove the paper more easily.

3. Make sure the paper is below the maximum paper mark (▼▼▼) (1) of the paper tray. While pressing the green paper-guide release lever, slide the paper guides to fit the paper size. Make sure that the guides are firmly in the slots. (See *Loading paper in the standard paper tray* on page 10.)

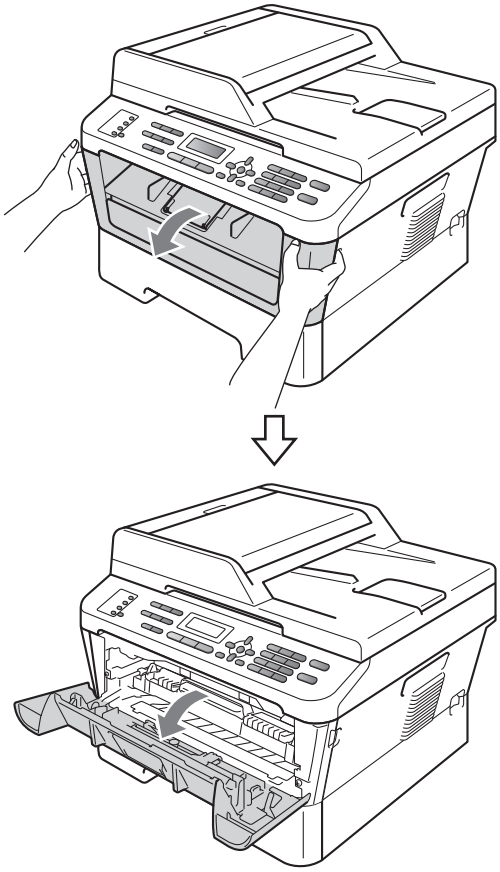


4. Put the paper tray firmly back in the machine.

Paper is jammed at the back of the machine

If the LCD shows `Jam Rear`, a paper jam occurred behind the back cover. Follow these steps:

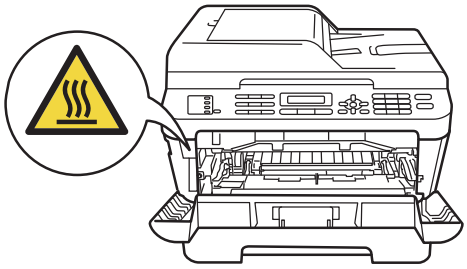
1. Open the front cover. Leave the machine turned on for 10 minutes to cool down.

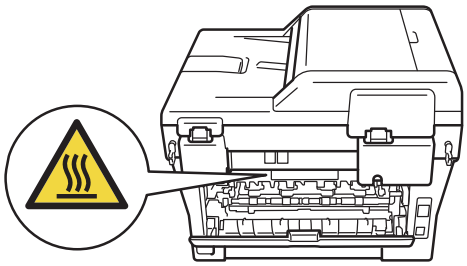


⚠ CAUTION

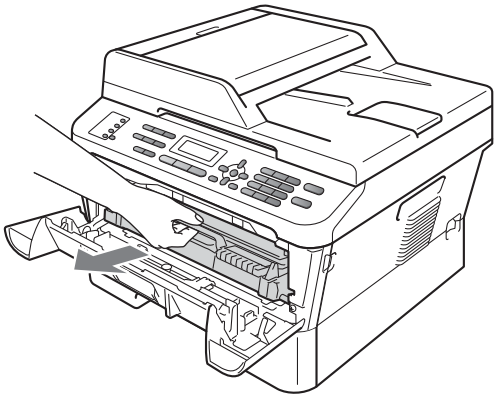
HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. When you open the front or back cover (back output tray) of the machine, DO NOT touch the shaded parts shown in the illustration. If you do this, you may get burned.





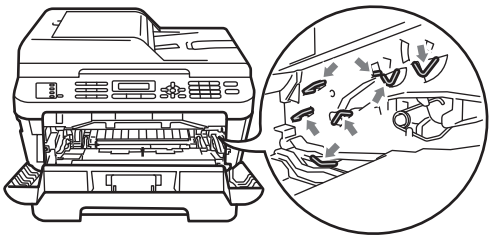
2. Slowly take out the drum unit and toner cartridge assembly.



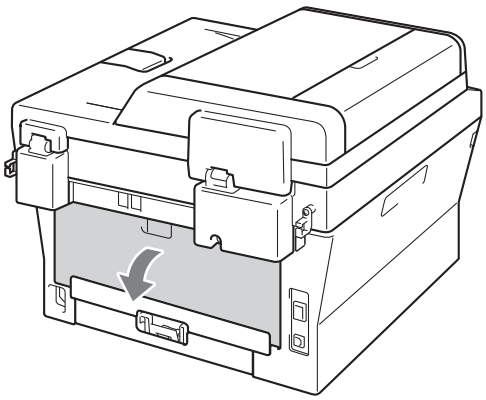
B

IMPORTANT

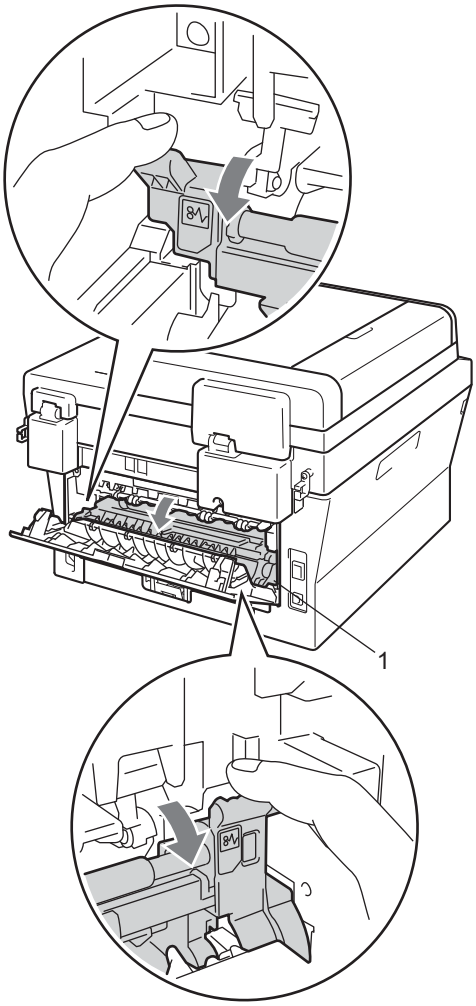
- We recommend that you place the drum unit and the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine caused by static electricity, DO NOT touch the electrodes shown in the illustration.



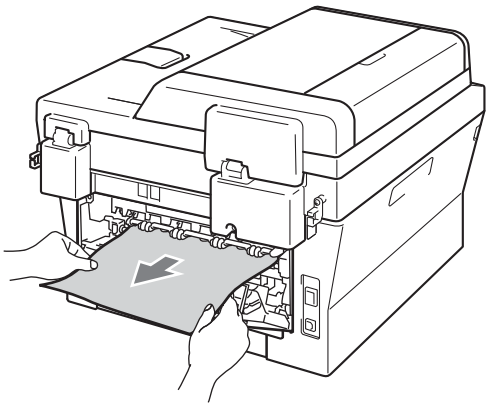
3 Open the back cover (face-up output tray).



4 Pull down the tabs at the left and right hand sides to open the fuser cover (1).

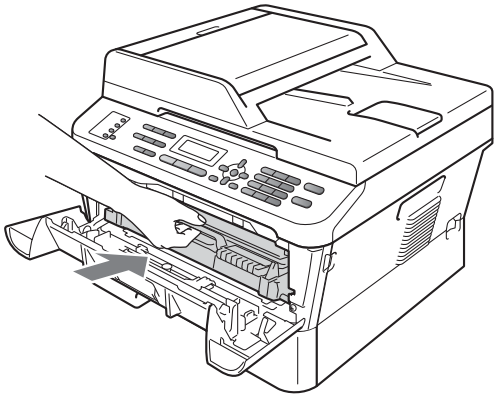


5 Using both hands, gently pull the jammed paper out of the fuser unit.



6 Close the fuser cover and the back cover (face-up output tray).

7 Put the drum unit and toner cartridge assembly back into the machine.

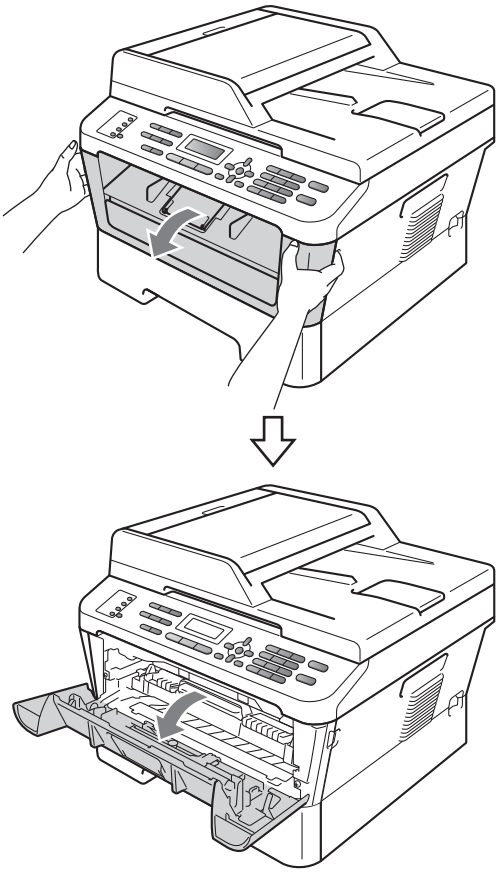


8 Close the front cover. If the machine does not start printing automatically, press **Start**.

Paper is jammed inside the machine

If the LCD shows `Jam Inside`, follow these steps:

1 Open the front cover. Leave the machine turned on for 10 minutes to cool down.

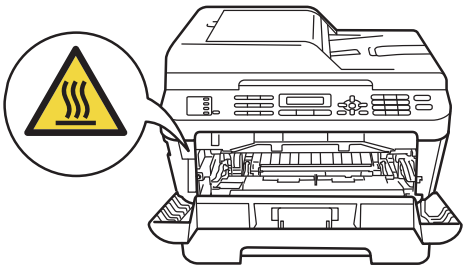


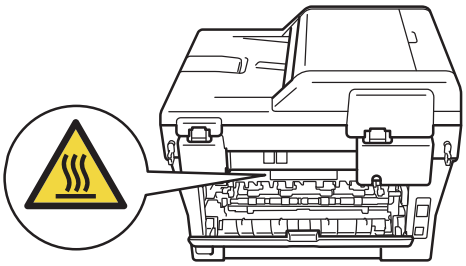
B

⚠ CAUTION

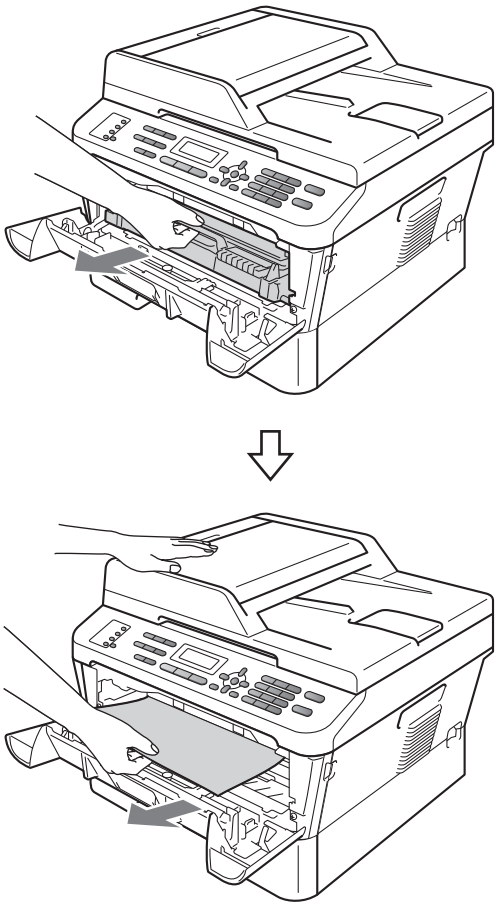
HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. When you open the front or back cover (back output tray) of the machine, DO NOT touch the shaded parts shown in the illustration. If you do this, you may get burned.



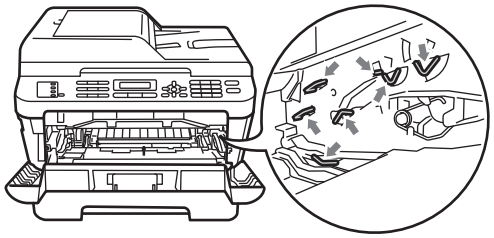


2 Slowly take out the drum unit and toner cartridge assembly. The jammed paper may be pulled out with the drum unit and toner cartridge assembly, or this may release the paper so you can pull it out inside of the machine.

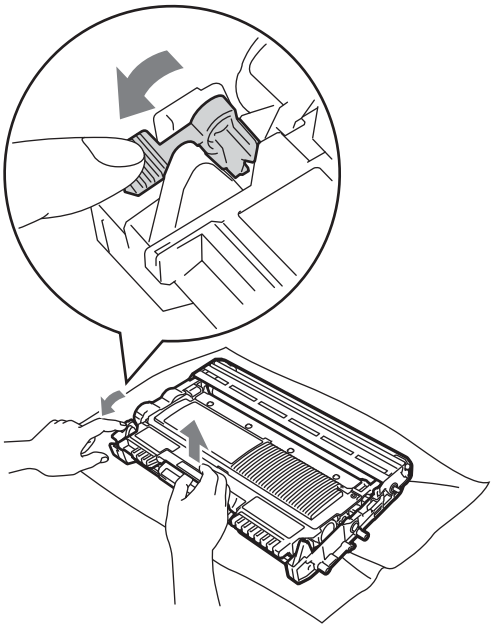


IMPORTANT

- We recommend that you put the drum unit and toner cartridge assembly on a piece of disposable paper or cloth in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.

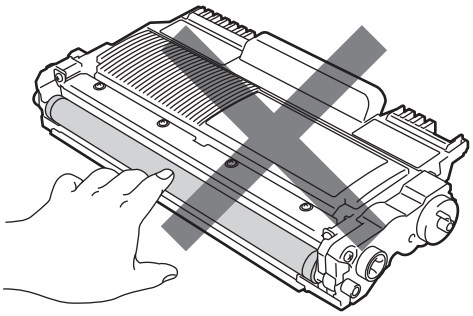


3 Push down the green lock lever and take the toner cartridge out of the drum unit. Clear the jammed paper if there is any inside the drum unit.

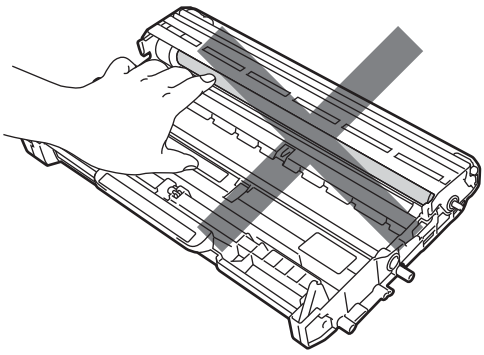


IMPORTANT

- Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.

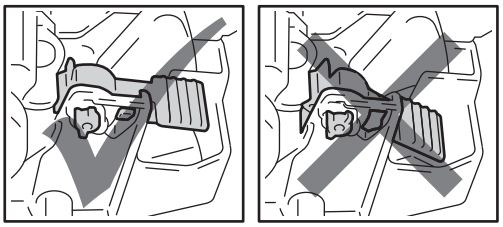


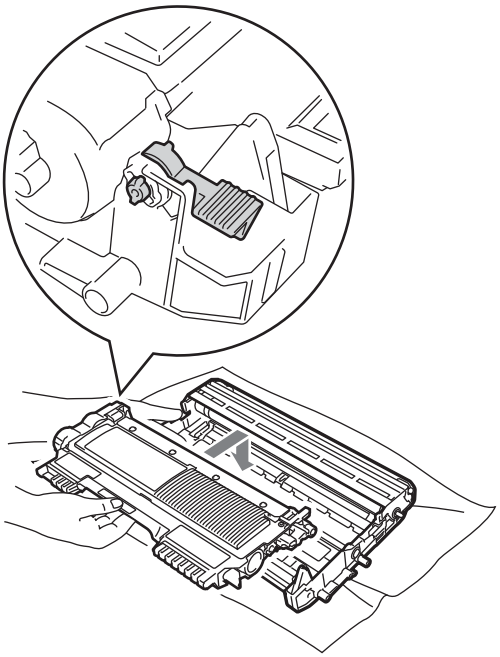
- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.



B

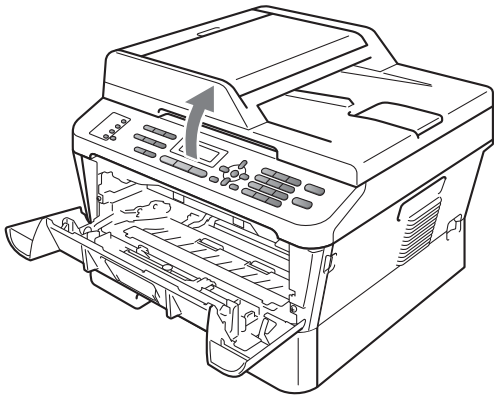
4 Put the toner cartridge back into the drum unit until it locks into place. If you put the cartridge in correctly, the green lock lever will lift automatically.



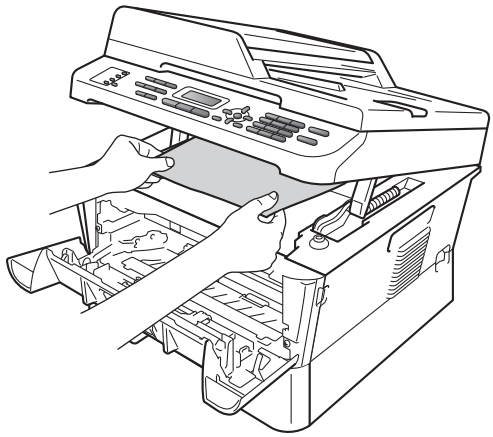


5 Do one of the following:

- If you were able to remove the drum unit and toner cartridge assembly and the jammed paper, then go to step ⓾.
- If you cannot remove the drum unit and toner cartridge assembly easily, do not use extra force. Instead, lift the scanner cover.

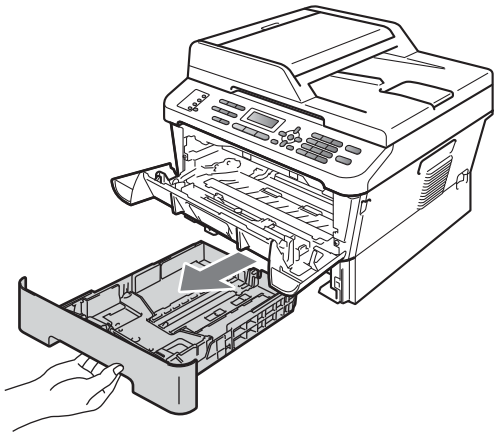


Use both hands to carefully pull the jammed paper up and out of the output tray opening.

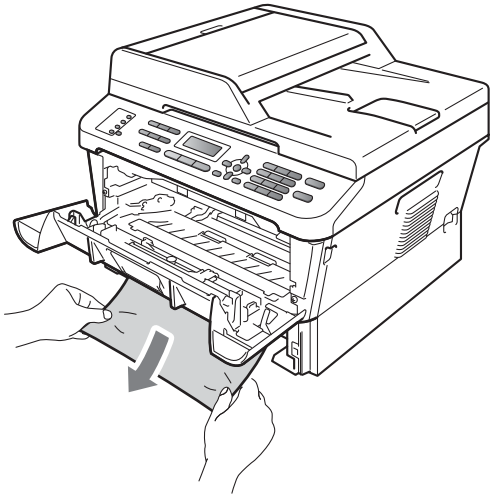


6 Close the scanner cover.

7 If you could not pull the jammed paper out of the inside of the machine as shown in the step ❺, take the paper tray completely out of the machine.

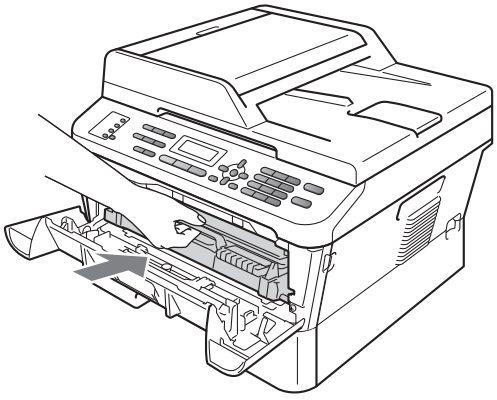


8 Pull the jammed paper out of the paper tray opening.



9 Put the paper tray back in the machine.

10 Put the drum unit and toner cartridge assembly back in the machine.



11 Close the front cover of the machine. If the machine does not start printing automatically, press **Start**.

Note

If you turn off the machine while the LCD shows `Jam Inside`, the machine will print incomplete data from your computer.

B

Paper is jammed in the Duplex Tray (MFC-7460DN and MFC-7860DW)

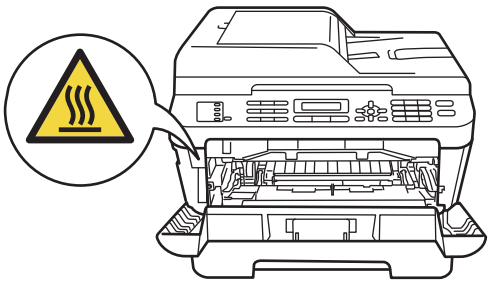
If the LCD shows `Jam Duplex`, follow these steps:

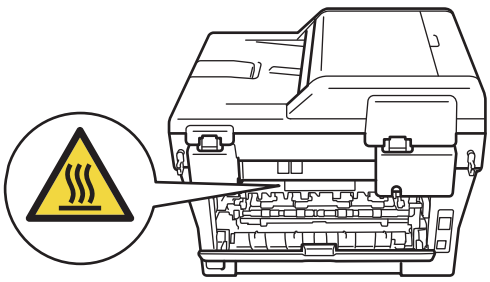
1. Leave the machine turned on for 10 minutes to cool down.

⚠ CAUTION

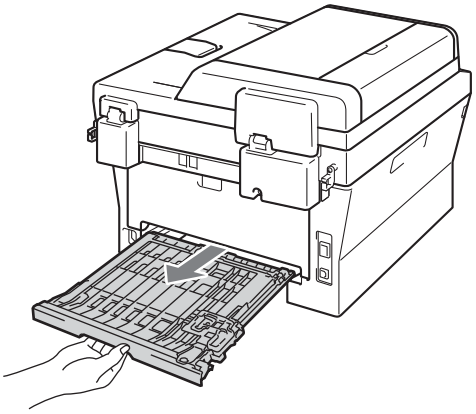
HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. When you open the front or back cover (back output tray) of the machine, DO NOT touch the shaded parts shown in the illustration. If you do this, you may get burned.

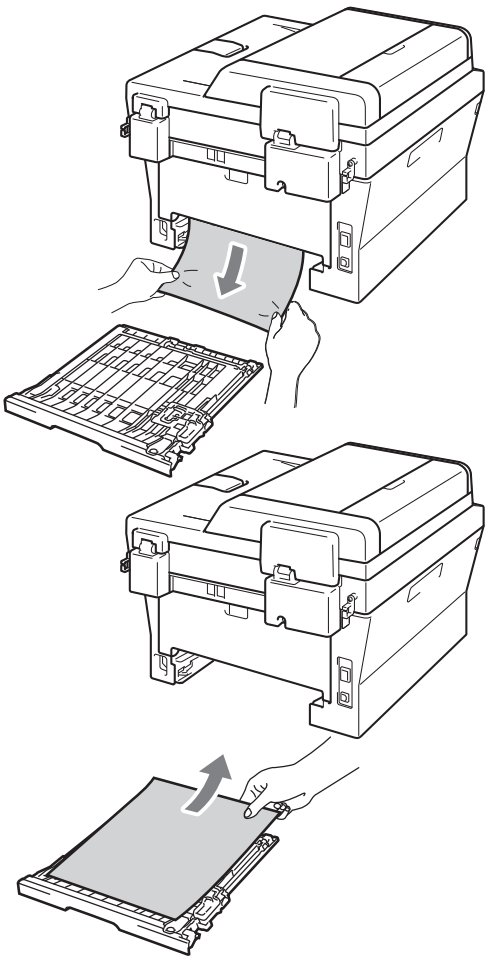




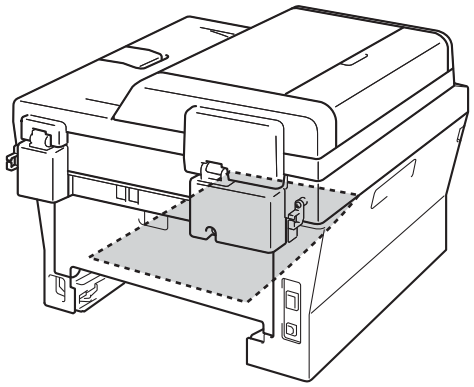
2. Pull the duplex tray completely out of the machine.



3. Pull the jammed paper out of the machine or the duplex tray.



4 Make sure that no paper remains under the machine.



5 Put the duplex tray back in the machine.

If you are having difficulty with your machine

If you think there is a problem with your machine, check the chart below and follow the troubleshooting tips.

Most problems can be easily resolved by yourself. If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

Visit us at http://solutions.brother.com/.

If you think there is a problem with the way your faxes look, make a copy first. If the copy looks good, the problem may not be your machine. Check the chart below and follow the troubleshooting tips.

Printing or printing received faxes

Difficulties	Suggestions
■ Condensed print ■ Horizontal streaks ■ Top and bottom sentences are cut off ■ Missing lines	Usually this is caused by a poor telephone connection. If your copy looks good, you probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.
Poor print quality	See *Improving the print quality* on page 100.
Vertical black lines when receiving	The corona wire for printing may be dirty. Clean the corona wire on the drum unit. (See *Cleaning the corona wire* on page 63.)
	The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine.
	If the problem continues, call your dealer for service.
Received faxes appear as split or blank pages.	If the received faxes are divided and printed on two pages or if you get an extra blank page, your paper size setting may not be correct for the paper you are using. (See *Paper Size* on page 17.)
	Turn on Auto Reduction. (See *Printing a reduced incoming fax* in *Chapter 4* of the *Advanced User's Guide*.)

Telephone line or connections

Difficulties	Suggestions
Dialling does not work.	Check for a dial tone.
	Change `Tone/Pulse` setting. (See the *Quick Setup Guide*.)
	Check all line cord connections.
	Check that the machine is plugged in and switched on.
	If an external phone is connected to the machine, send a manual fax by lifting the handset of the external telephone and dialling the number. Wait to hear the fax receiving tones before pressing **Start**.
The machine does not answer when called.	Make sure the machine is in the correct receive mode for your setup. (See *Receive Mode settings* on page 29.) Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. If you do not hear ringing when you call your machine, ask your telephone company to check the line.

Receiving Faxes

Difficulties	Suggestions
Cannot receive a fax.	Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall socket and the LINE socket of the machine. If you subscribe to DSL or VoIP services, please contact your service provider for connection instructions.
	Make sure the machine is in the correct Receive Mode. This is determined by the external devices and telephone subscriber services you have on the same line as the Brother machine. (See *Receive Mode settings* on page 29.) If you have a dedicated fax line and want your Brother machine to automatically answer all incoming faxes, you should select `Fax Only` mode. If your Brother machine shares a line with an external answering machine, you should select the `External TAD` mode. In `External TAD` mode, your Brother machine will automatically receive incoming faxes and voice callers will be able to leave a message on your answering machine. If your Brother machine shares a line with other telephones and you want it to automatically answer all incoming faxes, you should select the `Fax/Tel` mode. In `Fax/Tel` mode, your Brother machine will automatically receive faxes and produce a fast double-ring to alert you to answer voice calls. If you do not want your Brother machine to automatically answer any incoming faxes, you should select the `Manual` mode. In `Manual` mode, you must answer every incoming call and activate the machine to receive faxes.
	Another device or service at your location may be answering the call before your Brother machine answers. To test this, lower the ring delay setting: ■ If the answer mode is set to `Fax Only` or `Fax/Tel`, reduce the ring delay to 1 ring. (See *Ring Delay* on page 29.) ■ If the answer mode is set to `External TAD`, reduce the number of rings programmed on your answering machine to 2. ■ If the answer mode is set to `Manual`, DO NOT adjust the ring delay setting. Have someone send you a test fax: ■ If you received the test fax successfully, your machine is operating properly. Remember to reset your ring delay or answering machine setting back to your original setting. If receiving problems recur after resetting the ring delay, then a person, device, or subscriber service is answering the fax call before the machine has a chance to answer. ■ If you were not able to receive the fax, then another device or subscriber service may be interfering with your fax reception or there may be a problem with your fax line.

Receiving Faxes (continued)

Difficulties	Suggestions
Cannot receive a fax. (continued)	If you are using a telephone answering machine (`External TAD` mode) on the same line as the Brother machine, make sure your answering machine is set up correctly. (See *Connecting an external TAD* on page 32.) 1 Connect the external TAD as shown in the illustration on page 32. 2 Set your answering machine to answer in one or two rings. 3 Record the outgoing message on your answering machine. ■ Record five seconds of silence at the beginning of your outgoing message. ■ Limit your speaking to 20 seconds. ■ End your outgoing message with your Remote Activation Code for people sending manual faxes. For example: “After the beep, leave a message or press ∗**51** and Start to send a fax.” 4 Set your answering machine to answer calls. 5 Set your Brother machine’s Receive Mode to `External TAD`. (See *Receive Mode settings* on page 29.)
	Make sure your Brother machine's Fax Detect feature is turned On. Fax Detect is a feature that allows you to receive a fax even if you have answered the call on an external or extension telephone. (See *Fax Detect* on page 30.)
	If you often get transmission errors due to possible interference on the telephone line, try changing the Compatibility setting to `Basic(for VoIP)`. (See *Telephone line interference* on page 99.)
	(For MFC-7860DW) Contact your administrator to check your Secure Function Lock Settings.

Sending faxes

Difficulties	Suggestions
Poor sending quality.	Try changing your resolution to `Fine` or `S.Fine`. Make a copy to check your machine’s scanner operation. If the copy quality is not good, clean the scanner. (See *Cleaning the scanner glass* on page 62.)
Transmission Verification Report says `RESULT:ERROR`.	There is probably temporary noise or static on the line. Try sending the fax again. If you are sending a PC-Fax message and get `RESULT:ERROR` on the Transmission Verification Report, your machine may be out of memory. To free up extra memory, you can turn off fax storage (see *Changing Remote Fax Options* in *Chapter 4* of the *Advanced User's Guide*), print fax messages in memory (see *Printing a fax from the memory* in *Chapter 4* of the *Advanced User's Guide*) or cancel a delayed fax or polling job (see *Checking and cancelling waiting jobs* in *Chapter 3* of the *Advanced User's Guide*). If the problem continues, ask the telephone company to check your telephone line.
	If you often get transmission errors due to possible interference on the telephone line, try changing the Compatibility setting to `Basic(for VoIP)`. (See *Telephone line interference* on page 99.)
Sent faxes are blank.	Make sure you are loading the document properly. (See *Loading documents* on page 22.)
Vertical black lines when sending.	Black vertical lines on faxes you send are typically caused by dirt or correction fluid on the glass strip. (See *Cleaning the scanner glass* on page 62.)
Cannot send a fax.	(For MFC-7860DW) Contact your administrator to check your Secure Function Lock Settings.

Handling incoming calls

Difficulties	Suggestions
The machine 'hears' a voice as a CNG tone.	If Fax Detect is set to On, your machine is more sensitive to sounds. It may mistakenly interpret certain voices or music on the line as a fax machine calling and respond with fax receiving tones. Deactivate the machine by pressing **Stop/Exit**. Try avoiding this problem by turning Fax Detect to Off. (See *Fax Detect* on page 30.)
Sending a fax call to the machine.	If you answered on an external or extension telephone, press your Remote Activation code (default setting is ✳51). When your machine answers, hang up.
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID, Caller ID, Voice Mail, an answering machine, an alarm system or other custom feature on a single telephone line with your machine, it may create a problem sending or receiving faxes. **For Example:** If you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. Brother's ECM feature should help overcome this problem. This condition is related to the telephone system industry and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate line with no custom features is recommended.

Menu access difficulties

Difficulties	Suggestions
The machine beeps when you try to access the Setup Receive and Setup Send menus.	If **FAX** is not illuminated, press it to turn on Fax mode. The Setup Receive settings (**Menu**, **2**, **1**) and Setup Send settings (**Menu**, **2**, **2**) are available only when the machine is in Fax mode.

Copy difficulties

Difficulties	Suggestions
Cannot make a copy.	■ Make sure that **COPY** is illuminated. (See *How to copy* on page 47.) ■ (For MFC-7860DW) Contact your administrator to check your Secure Function Lock Settings.
Vertical black line appears in copies.	Black vertical lines on copies are typically caused by dirt or correction fluid on the glass strip, or the corona wire is dirty. (See *Cleaning the scanner glass* on page 62 and *Cleaning the corona wire* on page 63.)
Copies are blank.	Make sure you are loading the document properly. (See *Using the automatic document feeder (ADF)* on page 22 or *Using the scanner glass* on page 23.)

Printing difficulties

Difficulties	Suggestions
No printout.	■ Check that the machine is plugged in and the power switch is turned on. ■ Check that the toner cartridge and drum unit are installed correctly. (See *Replacing the drum unit* on page 57.) ■ Check the interface cable connection on both the machine and your computer. (See the *Quick Setup Guide*.) ■ Check that the correct printer driver has been installed and chosen. ■ Check to see if the LCD is showing an error message. (See *Error and maintenance messages* on page 72.) ■ Check the machine is online: (Windows® 7 and Windows Server® 2008 R2) Click the **Start** button and **Devices and Printers**. Right-click **Brother MFC-XXXX Printer**. Make sure that **Use Printer Offline** is unchecked. (Windows Vista®) Click the **Start** button, **Control Panel**, **Hardware and Sound**, and then **Printers**. Right-click **Brother MFC-XXXX Printer**. Make sure that **Use Printer Offline** is unchecked. (Windows® XP and Windows Server® 2003/2008) Click the **Start** button and choose **Printers and Faxes**. Right-click **Brother MFC-XXXX Printer**. Make sure that **Use Printer Offline** is unchecked. (Windows® 2000) Click the **Start** button and choose **Settings** and then **Printers**. Right-click **Brother MFC-XXXX Printer**. Make sure that **Use Printer Offline** is unchecked. ■ (For MFC-7860DW) Contact your administrator to check your Secure Function Lock settings.
The machine prints unexpectedly or it prints garbage.	■ Press **Job Cancel** to cancel print jobs. ■ Check the settings in your application to make sure it is set up to work with your machine. ■ Pull out the paper tray and wait until the machine stops printing. Then turn off the machine's power switch and disconnect from the power for several minutes. (For MFC-7360N and MFC-7460DN) The faxes stored in the machine memory will be deleted. See *Transferring your faxes or Fax Journal report* on page 77 before disconnecting the machine so you will not lose any important messages.
The machine prints the first couple of pages correctly, then some pages have text missing.	■ Check the settings in your application to make sure that it is set up to work with your machine. ■ Your computer is not recognising the machine's input buffer's full signal. Make sure that you connected the interface cable correctly. (See the *Quick Setup Guide*.)
The headers or footers appear when the document displays on the screen but they do not show up when it is printed.	There is an unprintable area on the top and bottom of the page. Adjust the top and bottom margins in your document to allow for this. (See *Unscannable and unprintable areas* on page 16.)
The machine does not print on both sides of the paper even though the printer driver setting is Duplex.	Check the paper size setting in the printer driver. You need to choose A4 [60 to 105 g/m^2].

Printing difficulties (continued)

Difficulties	Suggestions
The machine is not printing or has stopped printing.	Press **Job Cancel**. As the machine cancels the job and clears it from the memory it may produce an incomplete printout.

Scanning difficulties

Difficulties	Suggestions
TWAIN errors appear while scanning.	Make sure that the Brother TWAIN driver is chosen as the primary source. In PaperPort™ 12SE, click **File**, **Scan or Get Photo** and choose the Brother TWAIN driver.
OCR does not work.	Try increasing the scanning resolution. (Macintosh users) Presto! PageManager must be downloaded and installed before use. See *Accessing Brother Support (Macintosh)* on page 5 for further instructions.
Network scanning does not work.	See *Network difficulties (Network models only)* on page 96.
Cannot scan.	(For MFC-7860DW) Contact your administrator to check your Secure Function Lock Settings.

Software difficulties

Difficulties	Suggestions
Cannot install software or print.	**(Windows® only)** Run the **Repair MFL-Pro Suite** program on the installation CD-ROM. This program will repair and reinstall the software.
Cannot perform ‘2 in 1’ or ‘4 in 1’ printing.	Check that the paper size setting in the application and in the printer driver are the same.
The machine does not print from Adobe® Illustrator®.	Try to reduce the print resolution. (See *Basic tab* in the *Software User’s Guide*.)

Paper handling difficulties

Difficulties	Suggestions
The machine does not feed paper. The LCD shows `No Paper` or a Paper Jam message.	■ If there is no paper, load a new stack of paper into the paper tray. ■ If there is paper in the paper tray, make sure it is straight. If the paper is curled, you should straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back into the paper tray. ■ Reduce the amount of paper in the paper tray, and then try again. ■ Make sure that manual feed mode is not chosen in the printer driver. ■ Clean the paper pick-up roller. See *Routine maintenance* on page 51. ■ If the LCD shows the Paper Jam message and you still have a problem, see *Error and maintenance messages* on page 72.
How do I print on envelopes?	You can load envelopes from the manual feed slot. Your application must be set up to print the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your application.

Paper handling difficulties (continued)

Difficulties	Suggestions
What paper can I use?	You can use thin paper, plain paper, bond paper, recycled paper, envelopes and labels that are made for laser machines. (For details, see *Acceptable paper and other print media* on page 17.) You can load envelopes from the manual feed slot.
There is a paper jam.	Clear the jammed paper. (See *Paper Jams* on page 80.)

Print quality difficulties

Difficulties	Suggestions
Printed pages are curled.	■ Low quality thin or thick paper or not printing on the recommended side of the paper could cause this problem. Try turning over the stack of paper in the paper tray. ■ Make sure that you choose the Paper Type that suits the print media type you are using. (See *Acceptable paper and other print media* on page 17.)
Printed pages are smeared.	The Paper Type setting may be incorrect for the type of print media you are using, or the print media may be too thick or have a rough surface. (See *Acceptable paper and other print media* on page 17 and *Basic tab* in the *Software User's Guide*.)
Printouts are too light.	■ If this problem occurs when making copies or printing received faxes, set Toner Save mode to Off in the machine menu settings. (See *Toner Save* in *Chapter 1* of the *Advanced User's Guide*.) ■ Set Toner Save mode to Off in the **Advanced** tab in the printer driver. (See *Advanced tab* in the *Software User's Guide*.)

Network difficulties (Network models only)

Difficulties	Suggestions
Cannot print over a wired network.	If you are having network problems see the *Network User's Guide* for more information. Make sure your machine is powered on and is on-line and in Ready mode. Print the Network Configuration list to see your current network settings. (See *Reports* in *Chapter 6* of the *Advanced User's Guide*.) Reconnect the LAN cable to the hub to verify that the cable and network connections are good. If possible, try connecting the machine to a different port on your hub using a different cable. You can check the current wired network status from the Network control panel menu.

Network difficulties (Network models only) (continued)

Difficulties	Suggestions
The network scanning feature does not work.	**(Windows®)** It is necessary to set the third-party Security/Firewall Software to allow Network scanning. To add port 54925 for Network scanning, enter the information below: ■ In Name: Enter any description, for example Brother NetScan. ■ In Port number: Enter 54925. ■ In Protocol: UDP is selected. Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer. For more details, you can read FAQs and troubleshooting suggestions at http://solutions.brother.com/. **(Macintosh)** ■ The network scanning feature may not work due to the firewall settings. Change or disable the firewall settings. If you are using a third-party personal Firewall software, see the User's Guide for your software or contact the software manufacturer. ■ Re-select your machine in the **Device Selector** application located in **Macintosh HD**/**Library**/**Printers**/**Brother**/**Utilities**/**Device Selector** or from the model list in **ControlCenter2**.
The network PC-Fax Receive feature does not work.	**(Windows® only)** It is necessary to set the third-party Security/Firewall Software to allow PC-FAX Rx. To add port 54926 for Network PC-FAX Rx, enter the information below: ■ In Name: Enter any description, for example Brother PC-FAX Rx. ■ In Port number: Enter 54926. ■ In Protocol: UDP is selected. Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer. For more details, you can read FAQs and troubleshooting suggestions at http://solutions.brother.com/.
Your computer cannot find your machine.	**(Windows®)** The firewall setting on your PC may be rejecting the necessary network connection. (For details, see the instructions above.) **(Macintosh)** ■ The computer may be unable to detect the machine due to the firewall settings. Change or disable the firewall settings. If you are using a third-party personal Firewall software, see the User's Guide for your software or contact the software manufacturer. ■ Re-select your machine in the **Device Selector** application located in **Macintosh HD**/**Library**/**Printers**/**Brother**/**Utilities**/**Device Selector** or from the model list in **ControlCenter2**.
Cannot connect to wireless network. (MFC-7860DW)	Investigate the problem using the `WLAN Report`. Press **Menu**, **5**, **8**. and then press **Start**. For more details, see the *Quick Setup Guide*.

Other

Difficulties	Suggestions
The machine will not turn on.	Adverse conditions on the power connection (such as lightning or a power surge) may have triggered the machine's internal safety mechanisms. Turn the machine off and unplug the power cord. Wait for ten minutes, then plug in the power cord and turn the machine on. If the problem is not solved, turn off the machine. Plug the power cord into a different known working outlet and turn on the machine.

Setting Dial Tone detection

When you send a fax automatically, by default your machine will wait for a fixed amount of time before it starts to dial the number. By changing the Dial Tone setting to `Detection` you can make your machine dial as soon as it detects a dial tone. This setting can save a small amount of time when sending a fax to many different numbers. If you change the setting and start having problems with dialling you should change back to the default `No Detection` setting.

1. Press **Menu**, **0**, **5**.
2. Press ▲ or ▼ to choose `Detection` or `No Detection`.
   Press **OK**.
3. Press **Stop/Exit**.

Telephone line interference

If you are having difficulty sending or receiving a fax due to possible interference on the telephone line, we recommend that you adjust the Equalization for compatibility to reduce the modem speed for fax operations.

1. Press **Menu**, **2**, **0**, **1**.
2. Press ▲ or ▼ to choose `Basic(for VoIP)`, `Normal` or `High` (MFC-7860DW).
   - `Basic(for VoIP)` cuts the modem speed to 9600 bps and turns the error correction mode (ECM) off.

     For a standard telephone line: If you regularly experience interference on your standard telephone line try this setting.

     If you are using VoIP: VoIP service providers offer fax support using various standards. If you regularly experience fax transmission errors try this setting.
   - `Normal` sets the modem speed at 14400 bps.
   - `High` sets the modem speed at 33600 bps (MFC-7860DW only).

   Press **OK**.
3. Press **Stop/Exit**.

Note

When you change the Compatibility to `Basic(for VoIP)`, the ECM feature is only available for fax sending.

Improving the print quality

If you have a print quality problem, print a test page first (**Menu**, **4**, **2**, **3**). If the printout looks good, the problem is probably not the machine. Check the interface cable connections or try printing a different document. If the printout or test page printed from the machine has a quality problem, check the following steps first. And then, if you still have a print quality problem, check the chart below and follow the recommendations.

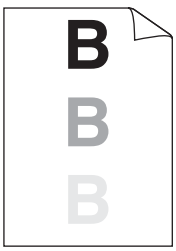
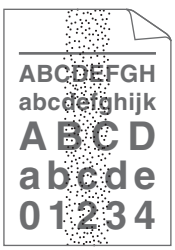
Note

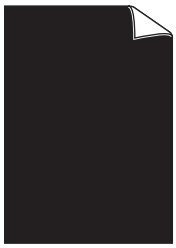
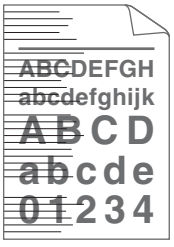
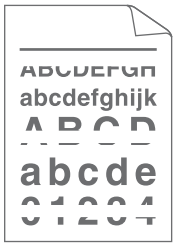
Brother does not recommend the use of cartridges other than genuine Brother Original cartridges or the refilling of used cartridges with toner from other sources.

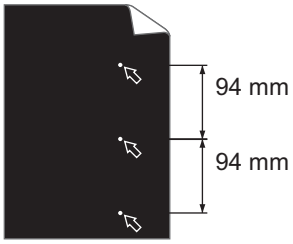
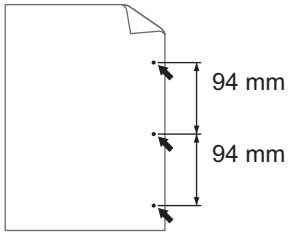
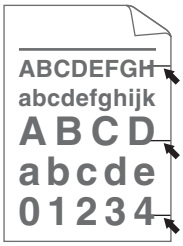
1. To get the best print quality, we suggest using the recommended paper. Check that you use paper that meets our specifications. (See *Acceptable paper and other print media* on page 17.)

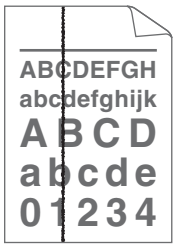
2. Check that the drum unit and toner cartridge are installed properly.

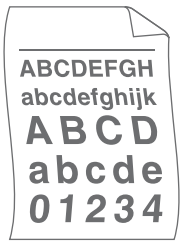
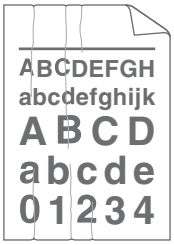
Examples of poor print quality	Recommendation
 Faint	■ Take out the drum unit and toner cartridge assembly. Hold the assembly level with both hands and gently shake it from side to side several times to spread the toner evenly inside the cartridge. ■ Check if the Toner Settings of `Replace Toner` is `Continue` (Continue mode) by pressing **Menu**, **1**, **8**. (See *Toner settings* in *Chapter 1* of the *Advanced User's Guide*.) ■ Check the machine's environment. Conditions such as humidity, high temperatures, and so on, may cause this print fault. (See the *Safety and Legal booklet*.) ■ If the whole page is too light, Toner Save mode may be on. Turn off `Toner Save` mode in the machine menu settings or **Toner Save** mode in the printer **Properties** of the driver. (See *Toner save* in *Chapter 1* of the *Advanced User's Guide* or *Advanced tab* in the *Software User's Guide*.) ■ Clean the corona wire of the drum unit. (See *Cleaning the corona wire* on page 63.) ■ Put in a new toner cartridge. (See *Replacing the toner cartridge* on page 52.) ■ Put in a new drum unit. (See *Replacing the drum unit* on page 57.)

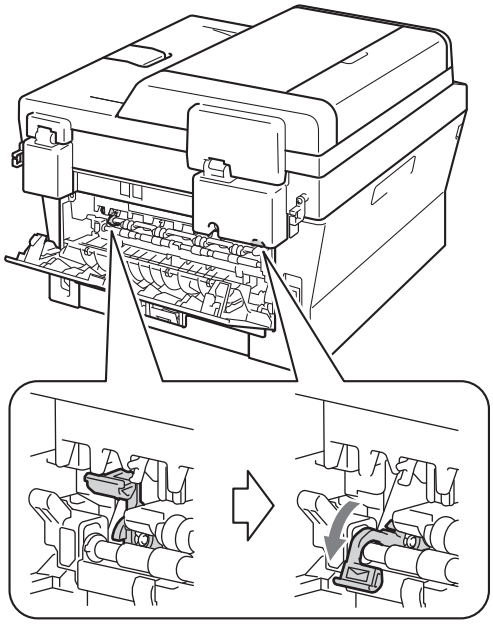
Examples of poor print quality	Recommendation
 Grey background	■ Make sure that you use paper that meets our specifications. (See *Acceptable paper and other print media* on page 17.) ■ Check the machine's environment. Conditions such as high temperatures and high humidity can increase the amount of background shading. (See the *Safety and Legal booklet*.) ■ Put in a new toner cartridge. (See *Replacing the toner cartridge* on page 52.) ■ Put in a new drum unit. (See *Replacing the drum unit* on page 57.)
 **Ghost**	■ Make sure that you use paper that meets our specifications. Rough-surfaced paper or thick print media may cause this problem. (See *Acceptable paper and other print media* on page 17.) ■ Make sure that you choose the proper media type in the printer driver or in the machine's Paper Type menu setting. (See *Acceptable paper and other print media* on page 17 and *Basic tab* in the *Software User's Guide*.) ■ Choose **Reduce Ghosting** mode in the printer driver. (See *Ghost Reduction Setting* in the *Software User's Guide*.) ■ Put in a new toner cartridge. (See *Replacing the toner cartridge* on page 52.) ■ Put in a new drum unit. (See *Replacing the drum unit* on page 57.) ■ The fuser unit may be contaminated. Call your Brother dealer.
 **Toner specks**	■ Make sure that you use paper that meets our specifications. Rough-surfaced paper may cause the problem. (See *Acceptable paper and other print media* on page 17.) ■ Clean the corona wire and the drum unit. (See *Cleaning the corona wire* on page 63 and *Cleaning the drum unit* on page 65.) ■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 57.) ■ The fuser unit may be contaminated. Call your Brother dealer.
 Hollow print	■ Make sure that you use paper that meets our specifications. (See *Acceptable paper and other print media* on page 17.) ■ Choose **Thick Paper** mode in the printer driver, choose `Thick` in the machine's Paper Type menu setting or use thinner paper than you are currently using. (See *Paper Type* on page 17 and *Basic tab* in the *Software User's Guide*.) ■ Check the machine's environment. Conditions such as high humidity can cause hollow print. (See the *Safety and Legal booklet*.) ■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 57.)

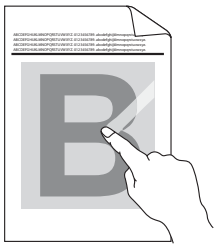
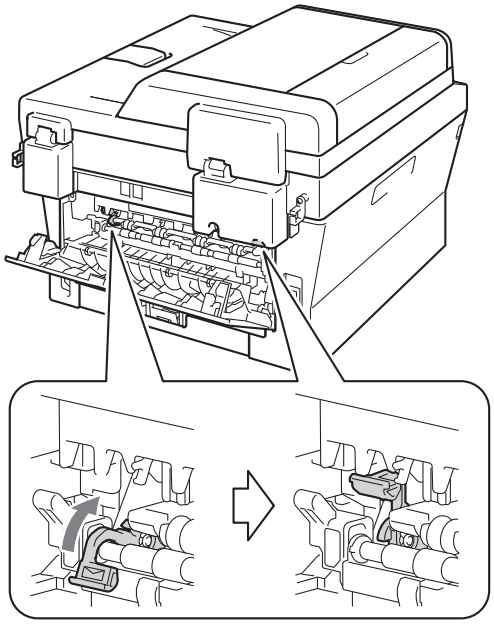
Examples of poor print quality	Recommendation
 **All black**	■ Clean the corona wire inside the drum unit by sliding the green tab. Be sure to return the green tab to the home position (▲). (See *Cleaning the corona wire* on page 63.) ■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 57.) ■ The fuser unit may be contaminated. Call your Brother dealer.
 White lines across the page	■ Make sure that you use paper that meets our specifications. A rough surfaced paper or thick print media can cause problems. ■ Make sure that you choose the appropriate media type in the printer driver or in the machine's Paper Type menu setting. (See *Acceptable paper and other print media* on page 17 and *Basic tab* in the *Software User's Guide*.) ■ The problem may disappear by itself. Print multiple pages to clear this problem, especially if the machine has not been used for a long time. ■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 57.)
 **Lines across the page**	■ Clean the corona wire of the drum unit. (See *Cleaning the corona wire* on page 63.) ■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 57.)
 **White lines, bands or ribbing across the page**	■ Check the machine's environment. Conditions such as high humidity and high temperatures may cause this print quality problem. ■ If the problem is not solved after printing a few pages, put in a new drum unit. (See *Replacing the drum unit* on page 57.)

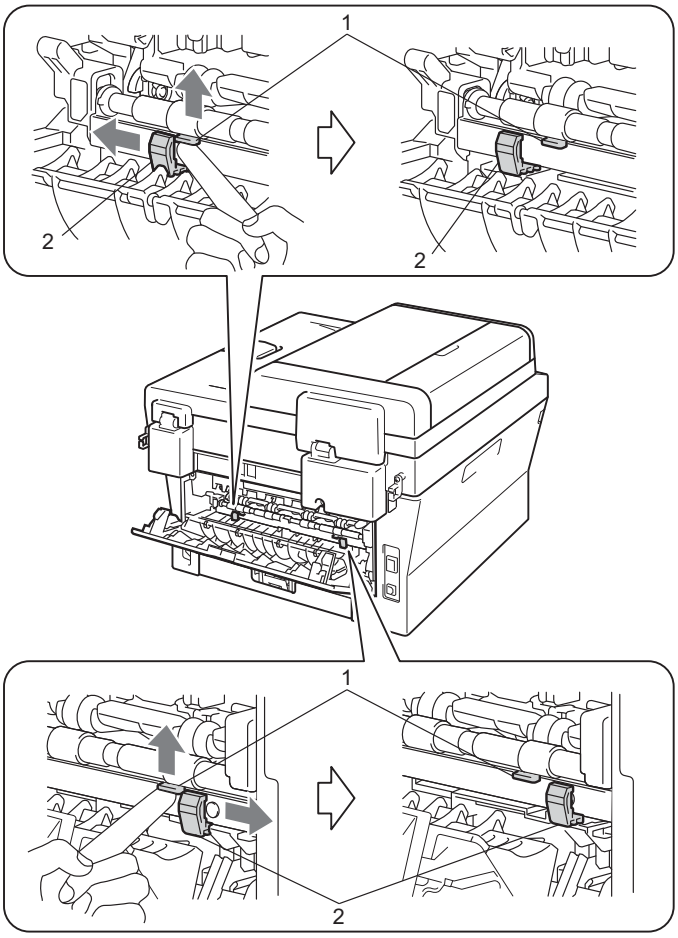
Examples of poor print quality	Recommendation
 White Spots on black text and graphics at 94 mm intervals  Black Spots at 94 mm intervals	■ Make ten copies of a blank, white sheet of paper. (See *How to copy* on page 47.) If the problem is not solved, the drum unit may have glue from a label stuck on the OPC drum surface. Clean the drum unit. (See *Cleaning the drum unit* on page 65.) ■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 57.)
 **Black toner marks across the page**	■ If you use label sheets for laser printers, the glue from the sheets may sometimes stick to the OPC drum surface. Clean the drum unit. (See *Cleaning the drum unit* on page 65.) ■ Make sure that you use paper that meets our specifications. (See *Acceptable paper and other print media* on page 17.) ■ Do not use paper that has clips or staples because they will scratch the surface of the drum. ■ If the unpacked drum unit is in direct sunlight or room light, the unit may be damaged. ■ The toner cartridge may be damaged. Put in a new toner cartridge. (See *Replacing the toner cartridge* on page 52.) ■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 57.)

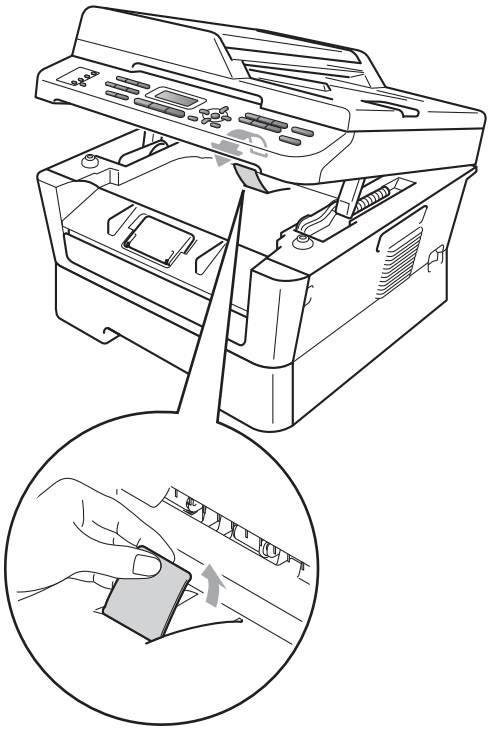
Examples of poor print quality	Recommendation
 **Black lines down the page** Printed pages have toner stains down the page.	■ Clean the corona wire inside the drum unit by sliding the green tab. (See *Cleaning the corona wire* on page 63.) ■ Make sure the green tab of the corona wire is at the home position (▲). ■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 57.) ■ The toner cartridge may be damaged. Put in a new toner cartridge. (See *Replacing the toner cartridge* on page 52.) ■ The fuser unit may be contaminated. Call your Brother dealer.
 White lines down the page	■ The toner cartridge may be damaged. Put in a new toner cartridge. (See *Replacing the toner cartridge* on page 52.) ■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 57.) ■ Check if the Toner Settings of `Replace Toner` is `Continue` (Continue mode), by pressing **Menu**, **1**, **8**. (See *Toner settings* in *Chapter 1* of the *Advanced User's Guide*.) ■ Make sure that a torn piece of paper is not stuck inside the machine blocking the scanner.
 Page skewed	■ Make sure that the paper or other print media is loaded properly in the paper tray and that the guides are not too tight or too loose against the paper stack. ■ Set the paper guides correctly. (See *Loading paper* on page 10.) ■ If you are using the manual feed slot, see *Loading paper in the manual feed slot* on page 12. ■ The paper tray may be too full. (See *Loading paper* on page 10.) ■ Check the paper type and quality. (See *Acceptable paper and other print media* on page 17.) ■ Check for loose objects such as torn paper inside the machine. ■ Verify that the two green envelope levers inside the back cover are set to the same position. ■ Verify that the two grey Anti-Curl Levers inside the back cover are set to the same position. ■ If the problem only occurs during duplex printing, check for torn paper in the duplex tray, verify that the duplex tray is inserted completely and verify that the back cover is closed completely.

Examples of poor print quality	Recommendation
 **Curled or wavy**	■ Check the paper type and quality. High temperatures and high humidity will cause paper to curl. (See *Acceptable paper and other print media* on page 17.) ■ If you do not use the machine often, the paper may have been in the paper tray too long. Turn over the stack of paper in the paper tray. Also, fan the paper stack and then rotate the paper 180° in the paper tray. ■ Open the back cover (face-up output tray) for the machine to eject printed pages onto the face-up output tray. ■ Choose **Reduce Paper Curl** mode in the printer driver when you do not use our recommended paper. (See *Other Print Options* (for Windows®) or *Print Settings* (For Macintosh) in the *Software User's Guide*.)
 **Wrinkles or creases**	■ Make sure that the paper is loaded properly. (See *Loading paper* on page 10.) ■ Check the paper type and quality. (See *Acceptable paper and other print media* on page 17.) ■ Turn over the stack of paper in the tray or try rotating the paper 180° in the input tray.

Examples of poor print quality	Recommendation
 Envelope creases	■ Make sure that the two green envelope levers inside the back cover are pulled down when you print the envelope.  **Note** When you have finished printing, open the back cover and reset the two green levers back to their original position.

Examples of poor print quality	Recommendation
 **Poor fixing**	■ Open the back cover and make sure that the two green envelope levers on the left and right hand sides are in the up position.  ■ Choose **Improve Toner Fixing** mode in the printer driver. (See *Other Print Options* (for Windows®) or *Print Settings* (For Macintosh) in the *Software User's Guide*.) If this selection does not provide enough improvement, select **Thicker Paper** in **Media Type** settings.

Examples of poor print quality	Recommendation
 Curled	■ Choose **Reduce Paper Curl** mode in the printer driver when you do not use our recommended paper. (See *Other Print Options* (for Windows®) or *Print Settings* (For Macintosh) in the *Software User's Guide*.) ■ Turn the paper over in the paper tray, and print again. (Excluding letterhead paper) If the problems remains, switch the Anti-Curl Levers as follows: 1 Open the back cover. 2 Lift the lever (1) and slide the two grey levers (2) in the direction of the arrow. 

Examples of poor print quality	Recommendation
 Curled	■ Lift up the output tray support flap. 

Machine Information

Checking the Serial Number

You can see the machine's Serial Number on the LCD.

1. For MFC-7360N and MFC-7460DN, press **Menu**, **6**, **1**.
   For MFC-7860DW, press **Menu**, **7**, **1**.
2. The machine will display the machine's Serial Number on the LCD.
3. Press **Stop/Exit**.

Reset functions

The following reset functions are available:

1 `Network`

You can reset the internal print server back to its default factory settings such as the password and IP address information.

2 `Address & Fax`

Address & Fax resets the following settings:

- Address Book

  (One Touch Dial/Speed Dial/Setup Groups)
- Programmed fax jobs in the memory

  (Polled TX, Delayed Fax)
- Station ID

  (name and number)
- Coverpage Msg

  (comments)
- Remote Fax Options

  (Remote Access Code, Fax Storage, Fax Forwarding and PC-Fax)
- Report settings

  (Transmission Verification Report/ Tel Index List/Fax Journal)
- Setting Lock password

3 `All Settings`

You can reset all the machine settings back to the settings that were set at the factory.

Brother strongly recommends you perform this operation when you dispose of the machine.

Note

Unplug the interface cable before you choose `Network` or `All Settings`.

How to reset the machine

1. Press **Menu**, **0**.
2. Press ▲ or ▼ to display `Reset`.
   Press **OK**.
3. Press ▲ or ▼ to choose the reset function you want to use.
   Press **OK**.
4. Do one of the following:
   - To reset the settings, press **1** and go to step ❺.
   - To exit without making changes, press **2** and go to step ❻.
5. You will be asked to reboot the machine. Do one of the following:
   - To reboot the machine press **1**. The machine will begin the reset.
   - To exit without rebooting the machine, press **2**. Go to step ❻.
6. Press **Stop/Exit**.

Note

You can also reset the Network settings.

- For MFC-7360N and MFC-7460DN, press **Menu**, **5**, **0**.
- For MFC-7860DW, press **Menu**, **6**, **0**.

C Menu and features

On-screen programming

Your machine has been designed to be easy to use. The LCD provides on-screen programming using the menu keys.

We have created step by step on-screen instructions to help you program your machine. Simply follow the steps as they guide you through the menu selections and programming options.

Menu table

You can program your machine by using the *Menu table* on page 113. These pages list the menu selections and options. Press **Menu** followed by the menu numbers to program your machine. For example, to set `Beeper` volume to `Low`:

1. Press **Menu**, **1**, **3**, **2**.
2. Press ▲ or ▼ to choose `Low`.
3. Press **OK**.

How to access the menu mode

1. Press **Menu**.
2. Choose an option.
   - Press **1** for General Setup menu.
   - Press **2** for Fax menu.
   - Press **3** for Copy menu.

   (MFC-7860DW)
   - Press **4** for Printer menu.
   - Press **5** for Print Reports menu.
   - Press **6** for Network menu.
   - Press **7** for Machine Info. menu.

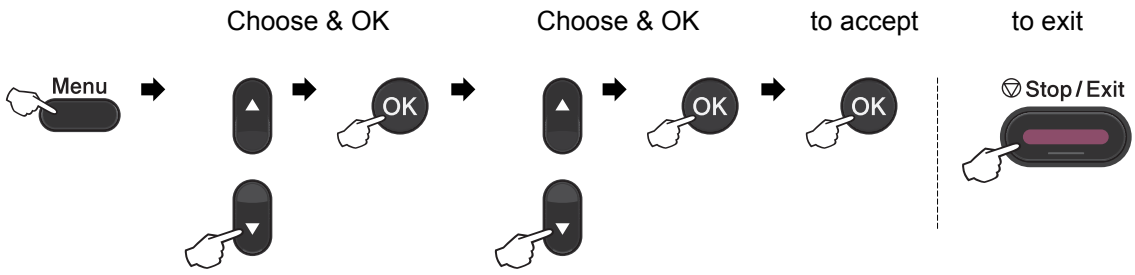
   (MFC-7360N and MFC-7460DN)
   - Press **4** for Print Reports menu.
   - Press **5** for Network menu.
   - Press **6** for Machine Info. menu.
   - Press **9** for Service menu. [1]
   - Press **0** for Initial Setup menu.

   [1] This will appear only when the LCD shows an error message.

   You can also scroll through each menu level by pressing ▲ or ▼ for the direction you want.
3. Press **OK** when the option you want appears on the LCD.
   The LCD will then show the next menu level.
4. Press ▲ or ▼ to scroll to your next menu selection.
5. Press **OK**.
   When you have finished setting an option, the LCD will show `Accepted`.
6. Press **Stop/Exit** to exit Menu mode.

Menu table

The factory settings are shown in Bold with an asterisk.



Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
1.General Setup	**1.Mode Timer**	—	—	0 Sec 30 Secs 1 Min **2 Mins*** 5 Mins Off	Sets the time to return to Fax mode and the time the machine will change from individual user to Public user mode when using Secure Function Lock.	See [1].
	2.Paper	**1.Paper Type**	—	Thin **Plain*** Thick Thicker Recycled Paper Label	Sets the type of paper in the paper tray.	17
		2.Paper Size	—	**A4*** Letter Executive A5 A5 L A6 B5 B6	Sets the size of the paper in the paper tray.	17

1 See *Advanced User's Guide*.

2 See *Software User's Guide*.

The factory settings are shown in Bold with an asterisk.

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Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
1.General Setup (Continued)	**3.Volume**	**1.Ring**	—	Off Low **Med*** High	Adjusts the ring volume.	9
		2.Beeper	—	Off Low **Med*** High	Adjusts the volume level of the beeper.	9
		3.Speaker	—	Off Low **Med*** High	Adjusts the speaker volume.	9
	4.Ecology	**1.Toner Save**	—	On **Off***	Increases the page yield of the toner cartridge.	See [1].
		2.Sleep Time	—	Range varies depending on models. **003Min***	Conserves power.	
	5.LCD Contrast	—	—	-□□□□■+ -□□□■□+ **-□□■□□+*** -□■□□□+ -■□□□□+	Adjusts the contrast of the LCD.	
	6.Security	**1.TX Lock** (MFC-7360N and MFC-7460DN)	—	—	Prohibits most operations except receiving faxes.	
		1.Function Lock (MFC-7860DW)	—	—	Can restrict selected machine operation for up to 25 individual users and all other non-authorized Public users.	
		2.Setting Lock	—	—	Stops unauthorized users from changing the machine's current settings.	

1 See *Advanced User's Guide*.

2 See *Software User's Guide*.

The factory settings are shown in Bold with an asterisk.

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
1.General Setup (Continued)	**7.Glass ScanSize** (MFC-7360N)	—	—	**A4*** Letter	Adjusts the scan area of the scanner glass to the size of the document.	26
	7.Document Scan (MFC-7460DN and MFC-7860DW)	**1.Glass ScanSize**	—	**A4*** Letter	Adjusts the scan area of the scanner glass to the size of the document.	26
		2.File Size	**1.Color**	Small **Middle*** Large	You can set your own default settings of the data compression rate.	See [2].
			2.Gray	Small **Middle*** Large		
	8.Replace Toner	—	—	Continue **Stop***	The machine will stop printing until you replace the toner cartridge.	See [1].

[1] See *Advanced User's Guide*.

[2] See *Software User's Guide*.

The factory settings are shown in Bold with an asterisk.

Level 1	Level 2	Level 3	Options	Descriptions	Page
2.Fax	**1.Setup Receive** (In Fax mode only)	**1.Ring Delay**	(00 - 08) **02*** (Example for the UK)	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	29
		2.F/T Ring Time	20 Secs **30 Secs*** 40 Secs 70 Secs	Sets the fast/double-ring time in Fax/Tel mode.	29
		3.Fax Detect	**On*** Off	Receives fax messages without pressing **Start**.	30
		4.Remote Codes	On (*51, #51) **Off***	Allows you to answer all calls at extension telephones and use codes to turn the machine on or off. You can personalize these codes.	35

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

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Level 1	Level 2	Level 3	Options	Descriptions	Page
2.Fax (Continued)	**1.Setup Receive** (In Fax mode only) (Continued)	**5.Auto Reduction**	**On*** Off	Cuts the size of incoming faxes.	See [1].
		6.Memory Receive (MFC-7360N and MFC-7460DN)	**On*** Off	Automatically stores any incoming faxes in its memory if it runs out of paper.	
		6.Print Density (MFC-7860DW) **7.Print Density** (MFC-7360N and MFC-7460DN)	-□□□■+ -□□■□+ **-□■□□+*** -■□□□+ -■□□□+	Makes printouts darker or lighter.	
		7.Polling RX (MFC-7860DW) **8.Polling RX** (MFC-7360N and MFC-7460DN)	**Standard*** Secure Timer	Sets up your machine to poll another fax machine.	
		8.Fax Rx Stamp (MFC-7860DW) **9.Fax Rx Stamp** (MFC-7360N and MFC-7460DN)	On **Off***	Prints the received time and date on the top of the received faxes.	
		9.Duplex (MFC-7860DW) **0.Duplex** (MFC-7460DN)	On **Off***	Prints receive faxes on both sides of the paper.	

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

Level 1	Level 2	Level 3	Options	Descriptions	Page
2.Fax (Continued)	**2.Setup Send** (In Fax mode only)	**1.Contrast**	**Auto*** Light Dark	Changes the lightness or darkness of faxes you send.	See [1].
		2.Fax Resolution	**Standard*** Fine S.Fine Photo	Sets the default resolution for outgoing faxes.	
		3.Delayed Fax	Set Time=00:00	Sets the time of day in 24 hour format that the delayed faxes will be sent.	
		4.Batch TX	On **Off***	Combines delayed faxes going to the same fax number at the same time of day into one transmission.	
		5.Real Time TX	Next Fax:On Next Fax:Off On **Off***	Sends a fax without using the memory.	
		6.Polled TX	**Standard*** Secure	Sets up your machine with a document to be retrieved by another fax machine.	
		7.Coverpg Setup	Next Fax:On Next Fax:Off On **Off*** Print Sample	Automatically sends a cover page you have programmed.	
		8.Coverpage Note	—	Sets up your own comments for the fax cover page.	
		9.Overseas Mode	On **Off***	If you are having difficulty sending faxes overseas, set this to On.	

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

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Level 1	Level 2	Level 3	Options	Descriptions	Page
2.Fax (Continued)	**3.Address Book**	**1.One Touch Dial**	—	Stores up to 8 One Touch Dial numbers, so you can dial by pressing one key (and **Start**.)	40
		2.Speed Dial	—	Stores up to 200 Speed Dial numbers, so you can dial by pressing only a few keys (and **Start**.)	42
		3.Setup Groups	—	Sets up to 8 Group numbers for Broadcasting.	See [1].
	4.Report Setting	**1.XMIT Report**	On On+Image **Off*** Off+Image	Sets initial setup for Transmission Verification Report.	26
		2.Journal Period	Off **Every 50 Faxes*** Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days	Sets the interval for automatic printing of the Fax Journal.	See [1].
	5.Remote Fax Opt	**1.Forward/Store**	**Off*** Fax Forward Fax Storage PC Fax Receive	Sets the machine to forward fax messages, to store incoming faxes in the memory (so you can retrieve them while you are away from your machine), or to send faxes to your PC.	
		(Backup Print)		If you choose Fax Forward or PC-Fax Receive, you can turn on the safety feature Backup Print.	
		2.Remote Access	---*	Sets your own code for Remote Retrieval.	
		3.Print Document	—	Prints incoming faxes stored in the memory.	

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

Level 1	Level 2	Level 3	Options	Descriptions	Page
2.Fax (Continued)	**6.Dial Restrict.**	**1.Dial Pad**	**Off*** Enter # twice On	You can set the machine to restrict dialling when using the dial pad.	See [1].
		2.One Touch Dial	**Off*** Enter # twice On	You can set the machine to restrict the dialling of One Touch numbers.	
		3.Speed Dial	**Off*** Enter # twice On	You can set the machine to restrict the dialling of Speed Dial numbers.	
	7.Remaining Jobs	—	—	You can check which jobs are in the memory and lets you cancel scheduled jobs.	
	0.Miscellaneous	**1.Compatibility**	**Normal*** Basic(for VoIP) (MFC-7360N and MFC-7460DN) **High*** Normal Basic(for VoIP) (MFC-7860DW)	Adjusts the equalization for transmission difficulties. VoIP service providers offer fax support using various standards. If you regularly experience fax transmission errors, choose Basic(for VoIP).	99
		2.BT Call Sign (U.K. only)	On **Off***	Uses with BT Call Sign.	See [1].
		3.Caller ID (U.K. only)	**On*** Off Display ID Print Report	View or print a list of the last 30 Caller IDs stored in the memory.	

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

Level 1	Level 2	Level 3	Options	Descriptions	Page
3.Copy	**1.Quality**	—	**Auto*** Text Photo Graph	You can choose the Copy resolution for your type of document.	See [1].

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

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Level 1	Level 2	Level 3	Options	Descriptions	Page
3.Copy (Continued)	**2.Brightness**	—	-□□□□■+ -□□□■□+ **-□□■□□+*** -□■□□□+ -■□□□□+	Adjust the brightness for copies.	See [1].
	3.Contrast	—	-□□□□■+ -□□□■□+ **-□□■□□+*** -□■□□□+ -■□□□□+	Adjusts the contrast for copies.	
	[1] See *Advanced User's Guide*.				
	The factory settings are shown in Bold with an asterisk.				

Level 1	Level 2	Level 3	Options	Descriptions	Page
4.Printer (MFC-7860DW)	**1.Emulation**	—	**Auto*** HP LaserJet BR-Script 3	Chooses the emulation mode.	See [1].
	2.Print Options	**1.Internal Font**	1.HP LaserJet 2.BR-Script 3	Prints a list of the machine's internal fonts.	
		2.Configuration	—	Prints a list of the machine's printer settings.	
		3.Test Print	—	Prints a test page.	
	3.Duplex	—	**Off*** On(Long Edge) On(Short Edge)	Enables or disables duplex printing. You can also choose long edge or short edge duplex printing.	
	4.Reset Printer	—	1.Reset 2.Exit	Restores the printer settings to the original factory default settings.	
	[1] See *Software User's Guide*.				
	The factory settings are shown in Bold with an asterisk.				

Level 1	Level 2	Level 3	Options	Descriptions	Page
4.Print Reports (MFC-7360N and MFC-7460DN) **5.Print Reports** (MFC-7860DW)	**1.XMIT Verify**	**1.View on LCD**	—	Prints a Report for your last transmission.	See [1].
		2.Print Report	—		
	2.Help List	—	—	Prints the Help List so you can see at-a-glance how to quickly program your machine.	
	3.Tel Index List	**1.Numeric**	—	Lists names and numbers stored in the One Touch and Speed Dial memory, in numerical or alphabetical order.	
		2.Alphabetic	—		
	4.Fax Journal	—	—	Lists information about your last 200 incoming and outgoing faxes. (TX means Transmit. RX means Receive.)	
	5.User Settings	—	—	Lists your settings.	
	6.Network Config	—	—	Lists your Network settings.	
	7.Order Form	—	—	You can print an accessories order form to fill out and send to you Brother dealer.	
	8.WLAN Report (MFC-7860DW)	—	—	Prints the result of wireless LAN connectivity diagnosis.	See [2].

[1] See *Advanced User's Guide*.

[2] See *Quick Setup Guide*.

The factory settings are shown in Bold with an asterisk.

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Level 1	Level 2	Level 3	Level 4	Options	Descriptions
5.Network (MFC-7360N and MFC-7460DN)	**1.TCP/IP**	**1.Boot Method**	—	**Auto*** Static RARP BOOTP DHCP	Chooses the Boot method that best suits your needs.
		2.IP Address	—	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.
		3.Subnet Mask	—	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.
		4.Gateway	—	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.
		5.Node Name	—	BRNXXXXXXXXXXXX	Enter the Node name.
		6.WINS Config	—	**Auto*** Static	Chooses the WINS configuration mode.
		7.WINS Server	—	Primary [000-255]. [000-255]. [000-255]. [000-255] Secondary [000-255]. [000-255]. [000-255]. [000-255]	Specifies the IP address of the primary or secondary WINS server.
		8.DNS Server	—	Primary [000-255]. [000-255]. [000-255]. [000-255] Secondary [000-255]. [000-255]. [000-255]. [000-255]	Specifies the IP address of the primary or secondary DNS server.
		9.APIPA	—	**On*** Off	Automatically allocates the IP address from the link-local address range.
		0.IPv6	—	On **Off***	Enable or Disable the IPv6 protocol. If you want to use the IPv6 protocol, visit http://solutions.brother.com/ for more information.
	See *Network User's Guide*.				
	The factory settings are shown in Bold with an asterisk.				

Level 1	Level 2	Level 3	Level 4	Options	Descriptions
5.Network (MFC-7360N and MFC-7460DN) (Continued)	**2.Ethernet**	—	—	**Auto*** 100B-FD 100B-HD 10B-FD 10B-HD	Chooses the Ethernet link mode.
	3.Status	—	—	Active 100B-FD Active 100B-HD Active 10B-FD Active 10B-HD Inactive Wired OFF	Shows the Ethernet link status.
	4.MAC Address	—	—	—	Shows the MAC address of the machine.
	5.Scan To FTP (MFC-7460DN)	—	—	**Color 100 dpi*** Color 200 dpi Color 300 dpi Color 600 dpi Gray 100 dpi Gray 200 dpi Gray 300 dpi B&W 200 dpi B&W 200x100 dpi	Chooses the file format to send the scanned data via FTP.
	0.Network Reset	—	—	1.Reset 2.Exit	Restore all network settings to factory default.
	See *Network User's Guide*.				
	The factory settings are shown in Bold with an asterisk.				

Level 1	Level 2	Level 3	Level 4	Options	Descriptions
6.Network (MFC-7860DW)	**1.Wired LAN**	**1.TCP/IP**	**1.Boot Method**	**Auto*** Static RARP BOOTP DHCP	Chooses the Boot method that best suits your needs.
			2.IP Address	[000-255].[000-255].[000-255].[000-255]	Enter the IP address.
	See *Network User's Guide*.				
	The factory settings are shown in Bold with an asterisk.				

C

Level 1	Level 2	Level 3	Level 4	Options	Descriptions
6.Network (MFC-7860DW) (Continued)	**1.Wired LAN** (Continued)	**1.TCP/IP** (Continued)	**3.Subnet Mask**	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.
			4.Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.
			5.Node Name	BRNXXXXXXXXXXXX	Enter the Node name.
			6.WINS Config	**Auto*** Static	Chooses the WINS configuration mode.
			7.WINS Server	Primary [000-255]. [000-255]. [000-255]. [000-255] Secondary [000-255]. [000-255]. [000-255]. [000-255]	Specifies the IP address of the primary or secondary WINS server.
			8.DNS Server	Primary [000-255]. [000-255]. [000-255]. [000-255] Secondary [000-255]. [000-255]. [000-255]. [000-255]	Specifies the IP address of the primary or secondary DNS server.
			9.APIPA	**On*** Off	Automatically allocates the IP address from the link-local address range.
			0.IPv6	On **Off***	Enable or Disable the IPv6 protocol. If you want to use the IPv6 protocol, visit http://solutions.brother.com/ for more information.
		2.Ethernet	—	**Auto*** 100B-FD 100B-HD 10B-FD 10B-HD	Chooses the Ethernet link mode.
	See *Network User's Guide*.				
	The factory settings are shown in Bold with an asterisk.				

Level 1	Level 2	Level 3	Level 4	Options	Descriptions
6.Network (MFC-7860DW) (Continued)	**1.Wired LAN** (Continued)	**3.Wired Status**	—	Active 100B-FD Active 100B-HD Active 10B-FD Active 10B-HD Inactive Wired OFF	You can see the current wired status.
		4.MAC Address	—	—	Shows the MAC address of the machine.
		5.Set to Default	—	1.Reset 2.Exit	Restore the wired network setting to factory default.
		6.Wired Enable	—	**On*** Off	Enable or Disable the Wired LAN manually.
	2.WLAN	**1.TCP/IP**	**1.Boot Method**	**Auto*** Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.
			2.IP Address	[000-255].[000-255].[000-255].[000-255]	Enter the IP address.
			3.Subnet Mask	[000-255].[000-255].[000-255].[000-255]	Enter the Subnet mask.
			4.Gateway	[000-255].[000-255].[000-255].[000-255]	Enter the Gateway address.
			5.Node Name	BRWXXXXXXXXXXX	Enter the Node name.
			6.WINS Config	**Auto*** Static	Chooses the WINS configuration mode.
	See *Network User's Guide*.				
	The factory settings are shown in Bold with an asterisk.				

C

Level 1	Level 2	Level 3	Level 4	Options	Descriptions
6.Network (MFC-7860DW) (Continued)	**2.WLAN** (Continued)	**1.TCP/IP** (Continued)	**7.WINS Server**	Primary [000-255]. [000-255]. [000-255]. [000-255] Secondary [000-255]. [000-255]. [000-255]. [000-255]	Specifies the IP address of the primary or secondary WINS server.
			8.DNS Server	Primary [000-255]. [000-255]. [000-255]. [000-255] Secondary [000-255]. [000-255]. [000-255]. [000-255]	Specifies the IP address of the primary or secondary DNS server.
			9.APIPA	**On*** Off	Automatically allocates the IP address from the link-local address range.
			0.IPv6	On **Off***	Enable or Disable the IPv6 protocol. If you want to use the IPv6 protocol, visit http://solutions.brother.com/ for more information.
		2.Setup Wizard	—	—	You can configure your print server.
		3.WPS/AOSS	—	—	You can easily configure your wireless network settings using the one-button push method.
		4.WPS w/PIN Code	—	—	You can easily configure your wireless network settings using WPS with a PIN code.
	See *Network User's Guide*.				
	The factory settings are shown in Bold with an asterisk.				

Level 1	Level 2	Level 3	Level 4	Options	Descriptions
6.Network (MFC-7860DW) (Continued)	**2.WLAN** (Continued)	**5.WLAN Status**	**1.Status**	Active(11b) Active(11g) Wired LAN Active WLAN OFF AOSS Active Connection Fail	You can see the current wireless network status.
			2.Signal	Strong Medium Weak None	You can see the current wireless network signal strength.
			3.SSID	—	You can see the current SSID.
			4.Comm. Mode	Ad-hoc Infrastructure	You can see the current Communication Mode.
		6.MAC Address	—	—	Shows the MAC address of the machine.
		7.Set to Default	—	1.Reset 2.Exit	Restore the wireless network settings to factory default.
		8.WLAN Enable	—	On **Off***	Enable or disable the wireless LAN manually.
	3.Scan To FTP	—	—	**Color 100 dpi*** Color 200 dpi Color 300 dpi Color 600 dpi Gray 100 dpi Gray 200 dpi Gray 300 dpi B&W 200 dpi B&W 200x100 dpi	Chooses the file format to send the scanned data via FTP.
	0.Network Reset	—	—	1.Reset 2.Exit	Restores all network settings to factory default.
	See *Network User's Guide*.				
	The factory settings are shown in Bold with an asterisk.				

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Level 1	Level 2	Level 3	Options	Descriptions	Page
6.Machine Info. (MFC-7360N and MFC-7460DN)	**1.Serial No.**	—	—	You can check the serial number of your machine.	110
7.Machine Info. (MFC-7860DW)	**2.Page Counter**	—	Total Fax/List Copy Print	You can check the number of total pages the machine has printed during its life.	See [1].
	3.Drum Life	—	—	You can check the percentage of a Drum life that remains available.	

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

Level 1	Level 2	Level 3	Options	Descriptions	Page
0.Initial Setup	**1.Receive Mode**	—	**Fax Only*** Fax/Tel External TAD Manual	Chooses the receive mode that best suits your needs.	27
	2.Date&Time	**1.Date&Time**	—	Puts the date and time on the LCD and in headings of faxes you send.	See [2].
		2.Auto Daylight	**On*** Off	Changes for Daylight Savings Time automatically.	See [1].
		3.Time Zone (MFC-7460DN and MFC-7860DW)	UTC±XX:XX	You can set the time zone for your country after you download IFAX.	See [2].
	3.Station ID	—	Fax: Tel: Name:	Sets your name and fax number to appear on each page you fax.	
	4.Tone/Pulse	—	**Tone*** Pulse	Chooses the dialling mode.	

[1] See *Advanced User's Guide*.

[2] See *Quick Setup Guide*.

The factory settings are shown in Bold with an asterisk.

Level 1	Level 2	Level 3	Options	Descriptions	Page
0.Initial Setup (Continued)	**5.Dial Tone**	—	Detection **No Detection***	You can shorten the dial tone detect pause.	99
	6.Phone Line Set	—	**Normal*** ISDN PBX	Select the phone line type.	31
	7.Reset	**1.Network**	1.Reset 2.Exit	Restores all network settings to factory default.	110
		2.Address & Fax	1.Reset 2.Exit	Restores all stored phone numbers and fax settings.	
		3.All Settings	1.Reset 2.Exit	Restores all the machine settings to factory default.	
	[1] See *Advanced User's Guide*. [2] See *Quick Setup Guide*.				
	The factory settings are shown in Bold with an asterisk.				

C

Entering text

When setting certain menu selections, such as the Station ID, you will need to type text characters. The dial pad keys have letters printed on them. The keys: **0**, **#** and ∗ do *not* have printed letters because they are used for special characters.

Press the appropriate dial pad key the number of times shown in this reference table to access the character you want.

Press Key	one time	two times	three times	four times	five times	six times	seven times	eight times	nine times
1	@	.	/	1	@	.	/	1	@
2	a	b	c	A	B	C	2	a	b
3	d	e	f	D	E	F	3	d	e
4	g	h	i	G	H	I	4	g	h
5	j	k	l	J	K	L	5	j	k
6	m	n	o	M	N	O	6	m	n
7	p	q	r	s	P	Q	R	S	7
8	t	u	v	T	U	V	8	t	u
9	w	x	y	z	W	X	Y	Z	9

For menu selections that do not allow lower case character selection, please use this reference table.

Press Key	one time	two times	three times	four times	five times
2	A	B	C	2	A
3	D	E	F	3	D
4	G	H	I	4	G
5	J	K	L	5	J
6	M	N	O	6	M
7	P	Q	R	S	7
8	T	U	V	8	T
9	W	X	Y	Z	9

Inserting spaces

To enter a space in a fax number, press ▶ once between numbers. To enter a space in a name, press ▶ twice between characters.

Making corrections

If you entered a letter incorrectly and want to change it, press ◀ or ▶ to move the cursor to the incorrect character, and then press **Clear**.

Repeating letters

To enter a character on the same key as the previous character, press ▶ to move the cursor right before pressing the key again.

Special characters and symbols

Press ✳, **#** or **0**, then press ◀ or ▶ to move the cursor to the symbol or character you want. Press **OK** to choose it. The symbols and characters below will appear depending on your menu selection.

Press ✳	for	(space) ! " # $ % & ’ ( ) ✳ + , - . / €
Press **#**	for	: ; < = > ? @ [ ] ^ _ \ ~ ‘ | { }
Press **0**	for	Ä Ë Ö Ü À Ç È É 0

D Specifications

General

Note

This chapter provides a summary of the machines' specifications. For additional specifications visit http://www.brother.com/ for details.

Printer Type	Laser	
Print Method	Electrophotography by semiconductor laser beam scanning	
Memory Capacity	32 MB	
LCD (liquid crystal display)	16 characters × 2 lines	
Power Source	220 - 240 V AC 50/60Hz	
Power Consumption [1]	Peak:	1080 W
	Copying: [2]	Approx. 445 W at 25 °C
	Ready:	Approx. 55 W at 25 °C
	For Wireless models	
	(WLAN: On) Sleep:	Approx. 3.9 W
	(WLAN: Off) Deep Sleep:	Approx. 1.7 W
	For non-Wireless models	
	Deep Sleep:	Approx. 1.5 W

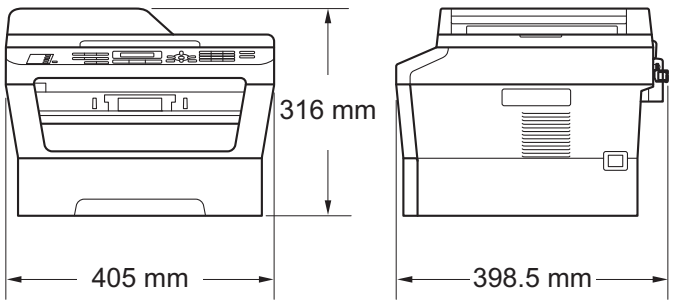
Note

All figures stated above (except Peak) are average figures.

1 USB connection to PC

2 When making a copy from one sheet

Dimensions



Weight	With Consumables:	(MFC-7360N) 11.4 kg (MFC-7460DN/MFC-7860DW) 11.6 kg
Noise level	**Sound power** [1]	
	Operating (Copying):	(MFC-7360N) L_{WAd} = 6.74 B (A) (MFC-7460DN/MFC-7860DW) L_{WAd}= 6.4 B (A) [2]
	Standby:	(MFC-7360N) L_{WAd} = 4.3 B (A) (MFC-7460DN/MFC-7860DW) L_{WAd} = 4.22 B (A)
	Sound pressure	
	Operating (Printing):	L_{PAm} = 53 dB (A)
	Standby:	L_{PAm} = 30 dB (A)

[1] Measured in accordance with ISO 9296.

[2] Office equipment with L_{WAd} > 6.30 B (A) is not suitable for use in room where people do primarily intellectual work. Such equipment should be placed in separate rooms because of the noise emission.

Temperature	Operating:	10 to 32.5°C
	Storage:	0 to 40°C
Humidity	Operating:	20 to 80% (without condensation)
	Storage:	10 to 90% (without condensation)
ADF (automatic document feeder)	Up to 35 pages (Staggered) [80 g/m^2]	

Document Size

Document Size (Single-sided)	ADF Width:	147.3 to 215.9 mm
	ADF Length:	147.3 to 355.6 mm
	Scanner Glass Width:	Max. 215.9 mm
	Scanner Glass Length:	Max. 297 mm

Print media

Paper Input	**Paper Tray**	
	■ Paper Type:	Plain paper, Thin paper or Recycled paper
	■ Paper Size:	Letter, A4, B5 (ISO/JIS), A5, A5 (Long Edge), B6 (ISO), A6, Executive
	■ Paper Weight:	60 to 105 g/m^2
	■ Maximum Paper Tray Capacity:	Up to 250 sheets of 80 g/m^2 Plain paper
	Manual Feed Slot (Manual)	
	■ Paper Type:	Envelope, Labels [1], Thin paper, Thick paper, Recycled paper, Bond paper or Plain paper
	■ Paper Size:	Width: 76.2 to 216 mm Length: 116 to 406.4 mm
	■ Paper Weight:	60 to 163 g/m^2 [2]
	■ Maximum Paper Tray Capacity:	One sheet at a time 80 g/m^2 Plain paper
Paper Output	**Face-Down Output Tray**	Up to 100 sheets (*face down* print delivery to the output paper tray)
	Face-Up Output Tray	One sheet (*face up* print delivery to the *Face up* output tray)
Duplex Printing (MFC-7460DN / MFC-7860DW)	■ Paper Size (Automatic Duplex):	A4
	■ Paper Weight (Automatic Duplex):	60 to 105 g/m^2
	■ Paper Type (Automatic Duplex):	Plain paper or Recycled paper

[1] For labels, we recommend removing printed pages from the output paper tray immediately after they exit the machine to avoid the possibility of smudging.

[2] 60 to 105 g/m^2 for duplex print.

Fax

Compatibility	(MFC-7360N and MFC-7460DN) Group 3 (MFC-7860DW) Super Group 3	
Modem Speed	Automatic Fallback:	(MFC-7360N and MFC-7460DN) 14,400 bps (MFC-7860DW) 33,600 bps
2-sided (Duplex) Print Receiving (MFC-7460DN and MFC-7860DW)	Yes	
Scanning Width	Max. 208 mm	
Printing Width	Max. 208 mm	
Greyscale	8 bit/256 levels	
Resolution	Horizontal:	8 dot/mm
	Vertical	
	■ Standard:	3.85 line/mm
	■ Fine:	7.7 line/mm
	■ Photo:	7.7 line/mm
	■ Superfine:	15.4 line/mm
One Touch Dial	8 (4 × 2)	
Speed Dial	200 stations	
Groups	Up to 8	
Broadcasting	258 stations	
Automatic Redial	3 times at 5 minute intervals	
Memory Transmission	(MFC-7360N and MFC-7460DN) Up to 400 [1] pages [3] (MFC-7860DW) Up to 500 [2] pages [3]	
Out of Paper Reception	(MFC-7360N and MFC-7460DN) Up to 400 [1] pages [3] (MFC-7860DW) Up to 500 [2] pages [3]	

1 'Pages' refers to the 'ITU-T Test Chart #1' (a typical business letter, Standard resolution, MMR code). Specifications and printed materials are subject to change without prior notice.

2 'Pages' refers to the 'ITU-T Test Chart #1' (a typical business letter, Standard resolution, JBIG code). Specifications and printed materials are subject to change without prior notice.

3 Black & White only

Copy

Color/Monochrome	Monochrome
Copy Width	Max. 204 mm
Multiple Copies	Stacks or Sorts up to 99 pages
Reduce/Enlarge	25% to 400% (in increments of 1%)
Resolution	Up to 600 × 600 dpi
First Copy Out Time	Less than 11 seconds (from the READY mode and standard tray)

Scanner

Colour/Black	Yes/Yes
TWAIN Compliant	Yes (Windows® 2000 Professional/Windows® XP/ Windows® XP Professional x64 Edition/Windows Vista®/ Windows® 7)
	Mac OS X 10.4.11, 10.5.x, 10.6.x [1]
WIA Compliant	Yes (Windows® XP/Windows Vista®/Windows® 7)
Colour Depth	48 bit internal / 24 bit external colour
Resolution	Up to 19200 × 19200 dpi (interpolated) [2]
	Up to Max 600 × 2400 dpi (optical) [2] (from Scanner Glass)
	Up to Max 600 × 600 dpi (optical) [2] (from ADF)
Scanning Width	Max. 204 mm
Greyscale	256 levels

1 For the latest driver updates for the Mac OS X you are using, visit us at http://solutions.brother.com/.

2 Maximum 1200 × 1200 dpi scanning with the WIA driver in Windows® XP, Windows Vista® and Windows® 7 (resolution up to 19200 × 19200 dpi can be chosen by using the scanner utility)

Printer

Automatic 2-sided (Duplex) Print (MFC-7460DN / MFC-7860DW)	Yes
Emulations (MFC-7860DW)	PCL6, BR-Script3 (PostScript® 3™ compatible)
Resolution	600 dpi × 600 dpi, HQ1200 (2400 × 600 dpi) quality
Print Speed (Duplex) (MFC-7460DN / MFC-7860DW)	Up to 5 pages/minute (A4 size) [1]
Print Speed	(MFC-7360N) Up to 24 pages/minute (A4 size) [1] (MFC-7460DN / MFC-7860DW) Up to 26 pages/minute (A4 size) [1]
First Print Out Time	Less than 8.5 seconds (from the READY mode and standard tray)

[1] The print speed may vary depending on the type of document you print.

Interfaces

USB	We recommend use a USB cable (Type A/B) that is no more than 2 metres long. [1] [2]
Ethernet [3]	Use an Ethernet UTP cable category 5 or greater.
Wireless LAN (MFC-7860DW)	IEEE 802.11 b/g (Infrastructure / Ad-hoc Mode)

[1] Your machine has a Hi-Speed USB 2.0 interface. The machine can also be connected to a computer that has a USB 1.1 interface.

[2] Third-party USB ports are not supported.

[3] See *Network (LAN)* on page 144 and the *Network User's Guide* for detailed network specifications.

Computer requirements

Minimum System Requirements and Supported PC Software Functions								
Computer Platform & Operating System Version		**Processor Minimum Speed**	**Minimum RAM**	**Recommended RAM**	**Hard Disk Space to install**		**Supported PC Software Functions**	**Supported PC Interface** [3]
					For Drivers	**For Applications**		
Windows® Operating System [1]	Windows® 2000 Professional [5]	Intel® Pentium® II or equivalent	64 MB	256 MB	150 MB	500 MB	Printing, PC-Fax [4], Scanning	USB, 10/100 Base Tx (Ethernet), Wireless 802.11 b/g
	Windows® XP Home [2 6] Windows® XP Professional [2 6]		128 MB					
	Windows® XP Professional x64 Edition [2 6]	64-bit (Intel®64 or AMD64) supported CPU	256 MB	512 MB				
	Windows Vista® [2 6]	Intel® Pentium® 4 or equivalent 64-bit (Intel®64 or AMD64) supported CPU	512 MB	1 GB	500 MB	1.2 GB		
	Windows® 7 [2 6]	Intel® Pentium® 4 or equivalent 64-bit (Intel®64 or AMD64) supported CPU	1 GB (32-bit) 2 GB (64-bit)	1 GB (32-bit) 2 GB (64-bit)	650 MB			

D

Minimum System Requirements and Supported PC Software Functions								
Computer Platform & Operating System Version		**Processor Minimum Speed**	**Minimum RAM**	**Recommended RAM**	**Hard Disk Space to install**		**Supported PC Software Functions**	**Supported PC Interface** [3]
					For Drivers	**For Applications**		
Windows® Operating System [1]	Windows Server® 2003 (print only via network)	Intel® Pentium® III or equivalent	256 MB	512 MB	50 MB	N/A	Printing	10/100 Base Tx (Ethernet), Wireless 802.11 b/g
	Windows Server® 2003 x64 Edition (print only via network)	64-bit (Intel®64 or AMD64) supported CPU						
	Windows Server® 2008 (print only via network)	Intel® Pentium® 4 or equivalent 64-bit (Intel®64 or AMD64) supported CPU	512 MB	2 GB				
	Windows Server® 2008 R2 (print only via network)	64-bit (Intel®64 or AMD64) supported CPU						
Macintosh Operating System	Mac OS X 10.4.11 10.5.x	PowerPC G4/G5 Intel® Core™ Processor	512 MB	1 GB	80 MB	400 MB	Printing, PC-Fax Send [4], Scanning	USB, 10/100 Base Tx (Ethernet), Wireless 802.11 b/g
	Mac OS X 10.6.x	Intel® Core™ Processor	1 GB	2 GB				

1 Internet Explorer® 6.0 or greater.

2 For WIA, 1200 x 1200 resolution. Brother Scanner Utility enables to enhance up to 19200 x 19200 dpi.

3 Third-party USB ports are not supported.

4 PC-Fax supports black and white only.

5 PaperPort™ 11SE supports Microsoft® SP4 or higher for Windows® 2000.

6 PaperPort™ 12SE supports Microsoft® SP3 or higher for Windows® XP and SP2 or higher for Windows Vista® and Windows® 7.

For the latest driver updates, visit http://solutions.brother.com/.

All trademarks, brand and product names are property of their respective companies.

Consumable items

Toner Cartridge	(For MFC-7360N) Starter Toner Cartridge:	Approx. 700 pages (A4) [1]
	Standard Toner Cartridge:	
	TN-2210	Approx. 1,200 pages (A4) [1]
	High-Yield Toner Cartridge:	
	TN-2220	Approx. 2,600 pages (A4) [1]
Drum Unit	DR-2200	Approx. 12,000 pages (A4) [2]

[1] Approx. cartridge yield is declared in accordance with ISO/IEC 19752.

[2] Drum yield is approximate, and may vary by type of use.

Network (LAN)

Note

For details about the full Network specifications, see the *Network User's Guide*.

LAN	You can connect your machine to a network for Network Printing, Network Scanning, PC-Fax Send, PC-Fax Receive (Windows® only) and Remote Setup [1]. Also included is Brother BRAdmin Light [2] Network Management software.	
Security Protocols		
	Wired	APOP, POP before SMTP, SMTP-AUTH
	Wireless	APOP, POP before SMTP, SMTP-AUTH
Wireless Network Security (MFC-7860DW)	WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES)	
Wireless Network Setup Support Utility (MFC-7860DW)	**AOSS™**	Yes
	WPS	Yes

[1] See *Computer requirements* on page 141.

[2] BRAdmin Professional and Web BRAdmin are available as a download from http://solutions.brother.com/.

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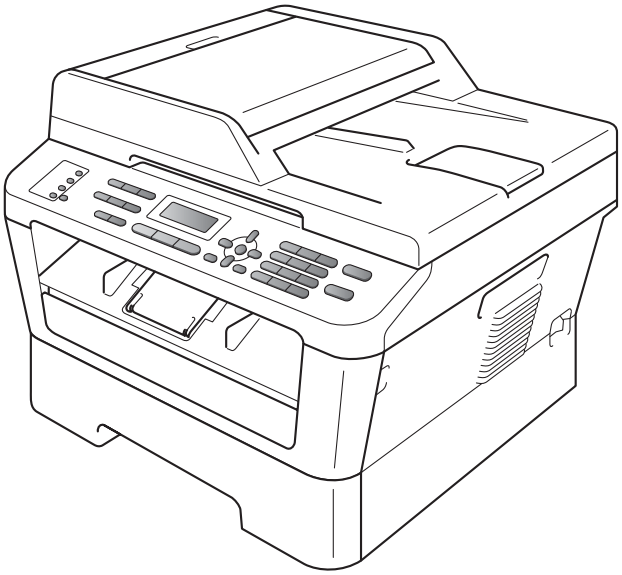
Windows®
See Software User's Guide
Wireless Network
See Quick Setup Guide and Network User's Guide

E

These machines are approved for use in the country of purchase only. Local Brother companies or their dealers will only support machines purchased in their own countries.

ADVANCED USER'S GUIDE



MFC-7360N
MFC-7460DN
MFC-7860DW

Not all models are available in all countries.

Version 0

UK/IRE/SAF

User's Guides and where do I find it?

Which manual?	What's in it?	Where is it?
Safety and Legal	Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.	Printed / In the Box
Quick Setup Guide	Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	
Basic User's Guide	Learn the basic Fax, Copy and Scan operations and how to replace consumables. See troubleshooting tips.	Printed / In the Box For HUN/BUL/ROM/POL/SVK/CZE: PDF file / Documentation CD-ROM / In the box
Advanced User's Guide	Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance.	PDF file / Documentation CD-ROM / In the Box
Software User's Guide	Follow these instructions for Printing, Scanning, Network Scanning, Remote Setup, PC-Fax and using the Brother ControlCenter utility.	
Network Glossary	This Guide provides basic information about advanced network features of Brother machines along with explanations about general networking and common terms.	
Network User's Guide	This Guide provides useful information of wired and wireless network settings and security settings using the Brother machine. You can also find supported protocol information for your machine and detailed troubleshooting tips.	

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1 General Setup

Memory Storage

Your menu settings are stored permanently, and in the event of a power failure will *not* be lost. Temporary settings (for example, Contrast, Overseas Mode) *will* be lost.

(For MFC-7860DW)
During a power failure the machine will retain the date and time and programmed fax timer jobs (fx. Delayed Fax) for approximately 60 hours. Other fax jobs in the machine's memory will not be lost.

(For MFC-7360N and MFC-7460DN)
During a power failure the machine will retain the date and time for approximately 2 hours. The fax jobs in the machine's memory will be lost.

Automatic daylight savings time

You can set the machine to change automatically for Daylight Savings Time. It will set itself forward one hour in the Spring, and back one hour in the Autumn.

1. Press **Menu**, **0**, **2**, **2**.
2. Press ▲ or ▼ to choose `On` or `Off`.
   Press **OK**.
3. Press **Stop/Exit**.

Ecology features

Toner Save

You can save toner using this feature. When you set Toner Save to `On`, prints appear lighter. The default setting is `Off`.

1. Press **Menu**, **1**, **4**, **1**.
2. Press ▲ or ▼ to choose `On` or `Off`. Press **OK**.
3. Press **Stop/Exit**.

Note

We do not recommend Toner Save for printing Photo or Greyscale images.

Sleep Mode

The Sleep Mode Setting can reduce power consumption. When the machine is in Sleep Mode (Power Save mode) it acts as though it were turned off. Receiving data or starting an operation wakes up the machine from Sleep mode to Ready mode.

You can choose how long the machine must be idle before it goes into sleep mode. When the machine receives a fax, computer data or makes a copy, the timer will be reset. The default setting is 3 minutes.

While the machine is in sleep mode the LCD will show `Sleep`.

1. Press **Menu**, **1**, **4**, **2**.
2. Enter the length of time the machine is idle before entering sleep mode. Press **OK**.
3. Press **Stop/Exit**.

Deep Sleep mode

If the machine is in Sleep mode and does not receive any jobs for a certain length of time, the machine will automatically enter Deep Sleep mode, and the LCD will show `Deep Sleep`. Deep Sleep mode uses less power than Sleep mode. The machine will wake up and start warming up when the machine receives computer data or when you press a key on the control panel.

(For MFC-7860DW)
If a wireless network is enabled, the machine does not enter Deep Sleep mode. To disable the wireless network, see *Chapter 3* in the *Network User's Guide*.

Toner Settings

Toner Setting (Continue Mode)

You can set the machine to continue printing after the LCD shows `Replace Toner`.
The machine will continue printing until the LCD shows `Toner Ended`.
The default setting is `Stop`.

1. Press **Menu**, **1**, **8**.
2. Press ▲ or ▼ to choose `Continue` or `Stop`.
   Press **OK**.
3. Press **Stop/Exit**.

Note

- If you continue printing in the Continue mode, we cannot guarantee the print quality.
- While using Continue mode the print may appear faint.
- After replacing the toner cartridge with a new one, the Continue mode will go back to the default setting (`Stop`).

Receiving faxes in Continue Mode

The machine can store received faxes in the memory if you choose Continue mode when the LCD shows `Replace Toner`. When received faxes are printed in Continue mode the LCD will ask if the print quality of the fax is OK. If the quality is not good, choose `2.No`. The machine will keep the faxes stored in the memory so you can reprint them after you replace the toner cartridge with a new one. If the print quality is good, choose `1.Yes`. The LCD will ask if you want to delete the printed faxes from the memory. If you choose not to delete them, you will be asked again after you replace the toner cartridge with a new one.

Note

- The MFC-7360N and MFC-7460DN can store up to 400 faxes in memory and the MFC-7860DW can store up to 500 faxes in memory.
- (MFC-7360N and MFC-7460DN)
  If you turn off the power switch faxes in memory will be lost.
- The machine will keep faxes stored in Continue Mode even if you change the `Continue` setting to `Stop`.
- If you install a new toner cartridge when the LCD shows `Toner Ended`, the machine will ask if you want to print the stored faxes. Choose `1. Print` to print stored faxes.

Toner End in Continue Mode

When the LCD shows `Toner Ended` the machine will stop printing. If the memory is full and you want to continue receiving faxes, you must install a new toner cartridge.

LCD Contrast

You can change the contrast to make the LCD look lighter or darker.

1. Press **Menu**, **1**, **5**.
2. Press ▶ to make the LCD darker. Or, press ◀ to make the LCD lighter. Press **OK**.
3. Press **Stop/Exit**.

Mode Timer

The machine has three mode keys on the control panel: **FAX**, **SCAN**, and **COPY**.

You can set how much time the machine takes after the last Copy or Scan operation to return to Fax mode. If you choose `Off`, the machine will stay in the mode you used last.

This setting also sets the time the machine will change from individual user to the Public mode when using Secure Function Lock. (See *Switching Users* on page 8.)

1. Press **Menu**, **1**, **1**.
2. Press ▲ or ▼ to choose `0 Sec`, `30 Secs`, `1 Min`, `2 Mins`, `5 Mins` or `Off`. Press **OK**.
3. Press **Stop/Exit**.

2 Security features

Security

You can set up your machine with multiple levels of security using TX Lock (For MFC-7360N and MFC-7460DN) or Secure Function Lock 2.0 (For MFC-7860DW) and Setting Lock. You will not be able to continue to schedule Delayed Faxes or Polling jobs. However, any prescheduled Delayed Faxes will be sent even if you turn on TX Lock or Secure Function Lock 2.0, so they will not be lost.

TX Lock (MFC-7360N and MFC-7460DN)

TX Lock lets you prevent unauthorized access to the machine. While TX Lock is on, the following operations are available:

- Receiving faxes
- Fax Forwarding (if Fax Forwarding was already on)
- Paging (if Paging was already on)
- Remote Retrieval (if Fax Storage was already on)
- PC Fax Receive (if PC Fax Receive was already on)

While TX Lock is on, the following operations are NOT available:

- Sending faxes
- Copying
- PC printing
- Scanning

Note

- To print the faxes in memory, turn off TX Lock.
- If you forget the TX Lock password, please call your Brother dealer.

Setting up the password

Note

If you have already set the password, you will not need to set it again.

1. Press **Menu**, **1**, **6**, **1**.
2. Enter a four-digit number for the password using numbers 0-9.
   Press **OK**.
3. If you are entering the password for the first time, the LCD will show `Verify:`.
   Press **OK**.
4. Re-enter the password.
   Press **OK**.
5. Press **Stop/Exit**.

Changing the TX Lock password

1. Press **Menu**, **1**, **6**, **1**.
2. Press ▲ or ▼ to choose `Set Password`.
   Press **OK**.
3. Enter the registered four-digit password.
   Press **OK**.
4. Enter a four-digit number for the new password.
   Press **OK**.
5. If the LCD shows `Verify:`, re-enter the new password.
   Press **OK**.
6. Press **Stop/Exit**.

Secure Function Lock 2.0 (MFC-7860DW)

Secure Function Lock lets you restrict Public access to the following machine functions:

- Fax Tx
- Fax Rx
- Copy
- Scan
- PC Print

This feature also prevents users from changing the Default settings of the machine by limiting access to the Menu settings.

Before using the security features you must first enter an administrator password.

Access to restricted operations can be enabled by creating a restricted user. Restricted users must enter a user password to use the machine.

Make a careful note of your password. If you forget it, you will have to reset the password stored in the machine. For information about how to reset the password call your Brother dealer for service.

Note

- Secure Function Lock can be set manually at the control panel, by using Web Based Management or by using BRAdmin Professional 3. We recommend using Web Based Management to configure this feature. For more information, see the *Network User's Guide*.
- Only administrators can set limitations and make changes for each user.
- When Secure Function Lock is on, you can only use `1.Contrast`, `6.Polled TX` and `7.Coverpg Setup` under `2.Setup Send` in the Fax menu.

  If Fax Tx is disabled, you cannot use any function in the Fax menu.
- Polling Receive is enabled only when both Fax Tx and Fax Rx are enabled.

Setting the password for the administrator

The password you set in these steps is for the administrator. This password is used to set up users and to turn Secure Function Lock on or off. (See *Setting up restricted users* on page 7 and *Turning Secure Function Lock on/off* on page 7.)

1. Press **Menu**, **1**, **6**, **1**.
2. Enter a four-digit number for the password using numbers 0-9.
   Press **OK**.
3. Re-enter the password when the LCD shows `Verify:`.
   Press **OK**.
4. Press **Stop/Exit**.

Changing the password for the administrator

1. Press **Menu**, **1**, **6**, **1**.
2. Press ▲ or ▼ to choose `Set Password`.
   Press **OK**.
3. Enter the registered four-digit password.
   Press **OK**.
4. Enter a four-digit number for the new password.
   Press **OK**.
5. If the LCD shows `Verify:`, re-enter the new password.
   Press **OK**.
6. Press **Stop/Exit**.

Setting up the public user mode

Public user mode restricts the functions that are available for Public users. Public users do not need to enter a password to access the features made available through this setting. You can set up one Public user.

1. Press **Menu**, **1**, **6**, **1**.
2. Press ▲ or ▼ to choose `Setup ID`.
   Press **OK**.
3. Enter the administrator password.
   Press **OK**.
4. Press ▲ or ▼ to choose `Public`.
   Press **OK**.
5. Press ▲ or ▼ to choose `On` or `Off` for `Fax Tx`.
   Press **OK**.
   After you have set `Fax Tx`, repeat this step for `Fax Rx`, `Copy`, `Scan` and `PC Print`. When the LCD shows `Exit`, press **OK**.
6. Press **Stop/Exit**.

Setting up restricted users

You can set up users with restrictions and a password for functions that are available to them. You can set up more advanced restrictions, such as by page count or PC user login name, through Web Based Management. (For more information, see the *Network User's Guide*.) You can set up to 25 restricted users with restrictions and a password.

1. Press **Menu**, **1**, **6**, **1**.
2. Press ▲ or ▼ to choose `Setup ID`.
   Press **OK**.
3. Enter the administrator password.
   Press **OK**.
4. Press ▲ or ▼ to choose `User01`.
   Press **OK**.
5. Use the numeric keys to enter the user name. (See *Entering text* in *Appendix C* of the *Basic User's Guide*.)
   Press **OK**.
6. Enter a four-digit password for the user.
   Press **OK**.
7. Press ▲ or ▼ to choose `On` or `Off` for `Fax Tx`.
   Press **OK**.
   After you have set `Fax Tx`, repeat this step for `Fax Rx`, `Copy`, `Scan` and `PC Print`. When the LCD shows `Exit`, press **OK**.
8. Repeat steps ❹ to ❼ for entering each additional user and password.
9. Press **Stop/Exit**.

Note

You cannot use the same name as another user's name.

Turning Secure Function Lock on/off

If you enter the wrong password, the LCD will show `Wrong Password`. Re-enter the correct password.

Turning Secure Function Lock on

1. Press **Menu**, **1**, **6**, **1**.
2. Press ▲ or ▼ to choose `Lock Off→On`.
   Press **OK**.
3. Enter your four-digit administrator password.
   Press **OK**.

Turning Secure Function Lock off

1. Press **Menu**, **1**, **6**, **1**.
2. Press ▲ or ▼ to choose `Lock On→Off`.
   Press **OK**.
3. Enter your four-digit administrator password.
   Press **OK**.

Switching Users

This setting allows you to switch between registered restricted users or Public mode when Secure Function Lock is turned on.

Changing to the restricted user Mode

1. Hold down **Shift** as you press **Secure**.
2. Press ▲ or ▼ to choose ID.
   Press **OK**.
3. Enter your four-digit password.
   Press **OK**.

Changing to the Public Mode

After a restricted user has finished using the machine, it will return to the Public setting within the same time as the Mode Timer setting (**Menu**, **1**, **1**). (See *Mode Timer* on page 4.) You can also exit from the restricted user mode by pressing the current Mode key you are in. Then LCD will ask you `Go to Public?`.

Press **1** to choose `1.Yes`.

Note

- If the current ID is restricted to the function you want to use, `Access Denied` will appear on the LCD and then the machine will ask your name. If you are allowed to access the function you want to use, press ▲ or ▼ to choose your name and enter your four-digit password.
  Press **OK**.
- If the function you want to use is restricted for all users, `Not Available` will appear on the LCD and then the machine will go back to the Ready mode. You cannot access to the function you want to use. Contact your administrator to check your Secure Function Lock Settings.
- If your ID has set page limit restrictions and already reached the maximum number of pages, the LCD will show `Limit Exceeded` when you print data. Contact your administrator to check your Secure Function Lock Settings.

Setting Lock

Setting Lock lets you set a password to stop other people from accidentally changing your machine settings.

Make a careful note of your password. If you forget it, you will have to reset the passwords stored in the machine. Please call your administrator or your Brother dealer.

While Setting Lock is `On`, you cannot change the following settings without a password:

- Mode Timer
- Paper
- Volume
- Ecology
- LCD Contrast
- Security
- Document Scan
- Address Book
- Dial Restrict
- Printer (Emulation [1], Duplex [2], Reset Printer)
- Network settings (except Status, Mac Address, Scan to FTP [2], Scan to E-mail [2])
- Receive Mode
- Date&Time
- Station ID
- Tone/Pulse
- Dial Tone
- Phone Line Set
- Reset

[1] For MFC-7860DW

[2] For MFC-7460DN and MFC-7860DW

Also, machine settings cannot be changed through the Remote Setup while Setting Lock is `On`.

Setting up the password

1. Press **Menu**, **1**, **6**, **2**.
2. Enter a four-digit number for the password using numbers 0-9.
   Press **OK**.
3. Re-enter your password when the LCD shows `Verify:`.
   Press **OK**.
4. Press **Stop/Exit**.

Changing your Setting Lock password

1. Press **Menu**, **1**, **6**, **2**.
2. Press ▲ or ▼ to choose `Set Password`.
   Press **OK**.
3. Enter your four-digit password.
   Press **OK**.
4. Enter a four-digit number for the new password.
   Press **OK**.
5. Re-enter your new password when the LCD shows `Verify:`.
   Press **OK**.
6. Press **Stop/Exit**.

Turning Setting Lock on/off

If you enter the wrong password when following the instructions below, the LCD will show `Wrong Password`. Re-enter the correct password.

Turning Setting Lock on

1. Press **Menu**, **1**, **6**, **2**.
2. Press ▲ or ▼ to choose `On`.
   Press **OK**.
3. Enter your four-digit password.
   Press **OK**.
4. Press **Stop/Exit**.

Turning Setting Lock off

1. Press **Menu**, **1**, **6**, **2**.
2. Enter your four-digit password.
   Press **OK** twice.
3. Press **Stop/Exit**.

Restricting dialling

This feature is to prevent users from sending a fax or call to a wrong number by mistake. You can set the machine to restrict dialling by using the dial pad, One Touch and Speed Dial.

If you choose `Off`, the machine does not restrict the dialling method.

If you choose `Enter # twice`, the machine will prompt you to re-enter the number, and then if you re-enter the same number correctly, the machine will start dialling. If you re-enter the wrong number, the LCD will show an error message.

If you choose `On`, the machine will restrict all fax sending and outbound calls for that dialling method.

Dial pad restriction

1. Press **Menu**, **2**, **6**, **1**.
2. Press ▲ or ▼ to choose `Off`, `Enter # twice` or `On`.
   Press **OK**.
3. Press **Stop/Exit**.

One Touch restriction

1. Press **Menu**, **2**, **6**, **2**.
2. Press ▲ or ▼ to choose `Off`, `Enter # twice` or `On`.
   Press **OK**.
3. Press **Stop/Exit**.

Speed Dial restriction

1. Press **Menu**, **2**, **6**, **3**.
2. Press ▲ or ▼ to choose `Off`, `Enter # twice` or `On`.
   Press **OK**.
3. Press **Stop/Exit**.

Note

- The `Enter # twice` setting will not work if you lift an external handset before entering the number. You will not be asked to re-enter the number.
- If you chose `On` or `Enter # twice`, you cannot use the Broadcasting feature and cannot combine quick dial numbers when dialling.

3 Sending a fax

Additional sending options

Sending faxes using multiple settings

Before you send a fax, you can change any combination of these settings: contrast, resolution, overseas mode, delayed fax timer, polling transmission, real time transmission or cover page settings.

1. Make sure you are in Fax mode .
   After each setting is accepted, the LCD asks if you want to enter more settings.

   ```
   Next
   1.Yes 2.No
   ```

2. Do one of the following:
   - To choose more settings, press **1**. The LCD returns to the `Setup Send` menu so you can choose another setting.
   - If you have finished choosing settings, press **2** and go to the next step for sending your fax.

Contrast

For most documents the default setting of `Auto` will give the best results.
It automatically chooses the suitable contrast for your document.

If your document is very light or dark, changing the contrast may improve the quality of the fax.

Use `Dark` to make the faxed document lighter.

Use `Light` to make the faxed document darker.

1. Make sure you are in Fax mode .
2. Load your document.
3. Press **Menu**, **2**, **2**, **1**.
4. Press ▲ or ▼ to choose `Auto`, `Light` or `Dark`.
   Press **OK**.

Note

Even if you choose `Light` or `Dark`, the machine will send the fax using the `Auto` setting if you choose `Photo` as the Fax Resolution.

Changing Fax Resolution

The quality of a fax can be improved by changing the Fax Resolution. Resolution can be changed for the next fax or for all faxes.

To change the Fax Resolution setting for the *next* fax

1. Make sure you are in Fax mode.
2. Load your document.
3. Press **Resolution**, then ▲ or ▼ to choose the resolution.
   Press **OK**.

To change the default Fax Resolution setting

1. Make sure you are in Fax mode.
2. Press **Menu**, **2**, **2**, **2**.
3. Press ▲ or ▼ to choose the resolution you want.
   Press **OK**.

Note

You can choose four different resolution settings.

fax resolution	
Standard	Suitable for most typed documents.
Fine	Good for small print and transmits a little slower than Standard resolution.
S.Fine	Good for small print or artwork and transmits slower than Fine resolution.
Photo	Use when the document has varying shades of grey or is a photograph. This has the slowest transmission time.

Additional sending operations

Sending a fax manually

Manual transmission

Manual transmission lets you hear the dialling, ringing and fax-receiving tones while sending a fax.

1. Make sure you are in Fax mode.
2. Load your document.
3. Pick up the handset of an external telephone and listen for a dial tone.
4. Dial the fax number you want to call.
5. When you hear the fax tone, press **Start**.
   - If you are using the scanner glass, press **1** to send a fax.
6. Replace the handset of an external telephone.

Dual access

You can dial a number and start scanning the fax into memory—even when the machine is sending from memory, receiving faxes or printing PC data. The LCD will show the new job number.

The number of pages you can scan into the memory will vary depending on the data that is printed on them.

Note

If you get an `Out of Memory` message while scanning the first page of a fax, press **Stop/Exit** to cancel scanning. If you get an `Out of Memory` message while scanning a subsequent page, you can press **Start** to send the pages scanned so far, or press **Stop/Exit** to cancel the operation.

Broadcasting

Broadcasting lets you send the same fax message to more than one fax number. You can include Groups, One Touch, Speed Dial numbers and up to 50 manually dialled numbers in the same broadcast.

You can broadcast up to 258 different numbers. This will depend on how many Groups, access codes or credit card numbers you have stored, and on how many delayed or stored faxes in memory.

Before you begin the broadcast

One Touch and Speed Dial numbers must be stored in the machine's memory before they can be used in a broadcast. (See *Storing One Touch Dial numbers* and *Storing Speed Dial numbers* in *Chapter 7* of the *Basic User's Guide*.)

Group numbers must also be stored in the machine's memory before they can be used in a broadcast. Group numbers include many stored One Touch Dial and Speed Dial numbers for easier dialling. (See *Setting up Groups for Broadcasting* on page 33.)

How to broadcast a fax

Note

Use **(Address Book)** to help you choose numbers easily.

1. Make sure you are in Fax mode.
2. Load your document.
3. Enter a number.
   Press **OK**.
   You can use either a One Touch, Speed Dial, a Group number, or a number manually entered using the dial pad. (See *How to dial* in *Chapter 7* of the *Basic User's Guide*.)
4. Repeat step ❸ until you have entered all the fax numbers you want to broadcast to.
5. Press **Start**.

After the broadcast is finished the machine will print a broadcast report to let you know the results.

Note

The scan profile of the One Touch, Speed Dial or Group number you chose first will be applied to the broadcast.

Cancelling a Broadcast in progress

While broadcasting you can cancel the fax currently being sent or the whole broadcast job.

1. Press **Menu**, **2**, **7**.
   The LCD will display the Broadcast job number followed by the fax number being dialled (for example, `#001 123456789`) and the broadcast job number (for example, `Broadcast#001`).

   ```
   Fax
   7.Remaining Jobs
   ```

2. Press ▲ or ▼ to choose one of the following:
   - Choose the fax number being dialled, and press **OK**.
   - Choose the broadcast job number, and press **OK**.
3. Press **1** to cancel the fax number or Broadcast job number you chose in step ❷, or press **2** to exit without cancelling.
   - If you chose to only cancel the fax currently being sent in step ❷, the LCD will ask you if you want to cancel the broadcast job. Press **1** to clear the whole broadcast job or **2** to exit.
4. Press **Stop/Exit**.

Real Time Transmission

When you are sending a fax, the machine will scan the documents into the memory before sending it. Then, as soon as the telephone line is free, the machine will start dialling and sending.

Sometimes, you may want to send an important document immediately, without waiting for memory transmission. You can set `Real Time TX` to `On` for all documents or `Next Fax:On` for the next fax only.

Note

- If the memory is full and you are sending a fax from the ADF, the machine will send the document in real time (even if Real Time TX is set to Off). If the memory is full, faxes from the scanner glass cannot be sent until you clear some of the memory.
- In Real Time Transmission, the automatic redial feature does not work when using the scanner glass.

Sending in real time for all faxes

1. Make sure you are in Fax mode.
2. Press **Menu**, **2**, **2**, **5**.
3. Press ▲ or ▼ to choose `On`.
   Press **OK**.

Sending in real time for the next fax only

1. Make sure you are in Fax mode.
2. Press **Menu**, **2**, **2**, **5**.
3. Press ▲ or ▼ to choose `Next Fax:On`.
   Press **OK**.

Not sending in real time for the next fax only

1. Make sure you are in Fax mode.
2. Press **Menu**, **2**, **2**, **5**.
3. Press ▲ or ▼ to choose `Next Fax:Off`.
   Press **OK**.

Overseas Mode

If you are having difficulty sending a fax overseas due to a bad connection, then turning on Overseas Mode may help.

This is a temporary setting, and will only be active for your next fax.

1. Make sure you are in Fax mode.
2. Load your document.
3. Press **Menu**, **2**, **2**, **9**.
4. Press ▲ or ▼ to choose `On` or `Off`.
   Press **OK**.

Delayed Fax

You can store up to 50 faxes in the memory to be sent within a twenty four hour period.

1. Make sure you are in Fax mode.
2. Load your document.
3. Press **Menu**, **2**, **2**, **3**.
4. Enter the time you want the fax to be sent (in 24-hour format).
   (For example, enter 19:45 for 7:45 PM.)
   Press **OK**.

Note

The number of pages you can scan into the memory depends on the amount of data printed on each page.

Delayed batch transmission

Before sending the delayed faxes, your machine will help you economize by sorting all the faxes in the memory by destination and scheduled time.

All delayed faxes that are scheduled to be sent at the same time to the same fax number will be sent as one fax to save transmission time.

1. Make sure you are in Fax mode.
2. Press **Menu**, **2**, **2**, **4**.
3. Press ▲ or ▼ to choose `On` or `Off`.
   Press **OK**.
4. Press **Stop/Exit**.

Checking and cancelling waiting jobs

Check which jobs are still waiting in the memory to be sent. If there are no jobs, the LCD will show `No Jobs Waiting`. You can cancel a fax job that is stored and waiting in the memory.

1. Press **Menu**, **2**, **7**.
   The number of jobs still to be sent will be displayed.
2. Press ▲ or ▼ to scroll through the waiting jobs and press the job you want to cancel. Press **OK**.
3. Do one of the following:
   - To cancel the job, press **1**.
   - To exit without cancelling, press **2**.
4. When you have finished, press **Stop/Exit**.

Electronic cover page

This feature will *not* work unless you have already programmed your Station ID. (See the *Quick Setup Guide*.)

You can automatically send a cover page with every fax. Your cover page includes your Station ID, a comment, and the name (or number) stored in the One Touch or Speed Dial memory.

By choosing `Next Fax:On` you can also display the number of pages on the cover page.

You can choose one of the following preset comments.

`1.Comment Off`

`2.Please Call`

`3.Urgent`

`4.Confidential`

Instead of using one of the preset comments, you can enter two personal messages of your own, up to 27 characters long. Use the chart on *Entering text* in *Appendix C* of the *Basic User's Guide* for help entering characters.

(See *Composing your own comments* on page 16.)

`5.`(User Defined)

`6.`(User Defined)

Composing your own comments

You can set up two comments of your own.

1. Make sure you are in Fax mode.
2. Press **Menu**, **2**, **2**, **8**.
3. Press ▲ or ▼ to choose `5.` or `6.` to store your own comment.
   Press **OK**.
4. Enter your own comment using the dial pad.
   Press **OK**.

Use the chart on *Entering text* in *Appendix C* of the *Basic User's Guide* for help entering characters.

Send a cover page for the next fax

If you want to send a cover page only for the next fax, your machine will ask you to enter the number of pages you are sending so it can be printed on the cover page.

1. Make sure you are in Fax mode.
2. Load your document.
3. Press **Menu**, **2**, **2**, **7**.
4. Press ▲ or ▼ to choose `Next Fax:On` (or `Next Fax:Off`).
   Press **OK**.
5. Press ▲ or ▼ to choose a comment.
   Press **OK**.
6. Enter two digits to show the number of pages you are sending.
   Press **OK**.
   For example, enter **0**, **2** for 2 pages or **0**, **0** to leave the number of pages blank.
   If you make a mistake, press ◄ or **Clear** to back up and re-enter the number of pages.

Send a cover page for all faxes

You can set the machine to send a cover page whenever you send a fax.

1. Make sure you are in Fax mode.
2. Press **Menu**, **2**, **2**, **7**.
3. Press ▲ or ▼ to choose `On` (or `Off`).
   Press **OK**.
4. Press ▲ or ▼ to choose a comment.
   Press **OK**.

Using a printed cover page

If you want to use a printed cover page that you can write on, you can print the sample page and attach it to your fax.

1. Make sure you are in Fax mode.
2. Press **Menu**, **2**, **2**, **7**.
3. Press ▲ or ▼ to choose `Print Sample`.
   Press **OK**.
4. Press **Start**.
5. After the machine prints a copy of your cover page, press **Stop/Exit**.

Polling overview

Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work. Not all fax machines support polling.

Polled transmit

Polled transmit lets you set up your machine to wait with a document so another fax machine can call and retrieve it.

Setup for polled transmit

1. Make sure you are in Fax mode.
2. Load your document.
3. Press **Menu**, **2**, **2**, **6**.
4. Press ▲ or ▼ to choose `Standard`. Press **OK**.
5. Press **2** to choose `2.No` if you do not want to enter more settings when the LCD asks you the following message:

   ```
   Next
   1.Yes 2.No
   ```

6. Press **Start**.
7. If you are using the scanner glass, the LCD will prompt you to choose one of the options below:

   ```
   Next Page?
   1.Yes 2.No(Send)
   ```

   - Press **1** to send another page. Go to step 8.
   - Press **2** or **Start** to send the document.
8. Place the next page on the scanner glass, press **OK**. Repeat steps 6 and 7 for each additional page.

   The document will be stored in memory and wait to be polled.

Note

The document will be stored and can be retrieved from any other fax machine until you delete the fax from memory.

To delete the fax from memory, press **Menu**, **2**, **7**. (See *Checking and cancelling waiting jobs* on page 16.)

Setup for polled transmit with a secure code

Secure polling lets you restrict who can get the documents you set up to be polled. Secure polling only works with Brother fax machines. If another person wants to retrieve a fax from your machine they will have to enter the secure code.

1. Make sure you are in Fax mode.
2. Load your document.
3. Press **Menu**, **2**, **2**, **6**.
4. Press ▲ or ▼ to choose `Secure`. Press **OK**.
5. Enter a four-digit number. Press **OK**.
6. Press **2** to choose `2.No` if you do not want to enter more settings when the LCD asks you the following message:

   ```
   Next
   1.Yes 2.No
   ```

7. Press **Start**.

8 If you use the scanner glass, the LCD will prompt you to choose one of the options below:

```
Next Page?
1.Yes 2.No(Send)
```

- Press **1** to send another page.

  Go to step ❾.

- Press **2** or **Start** to send the document.

9 Place the next page on the scanner glass, press **OK**. Repeat steps ❽ and ❾ for each additional page.
Your machine will automatically send the fax.

4 Receiving a fax

Remote Fax Options

Remote Fax Options let you receive faxes while you are away from the machine.

You can use *only one* Remote Fax Option at a time.

Fax Forwarding

The Fax Forwarding feature lets you automatically forward your received faxes to another machine. If you choose Backup Print On, the machine will also print the fax.

1. Press **Menu**, **2**, **5**, **1**.
2. Press ▲ or ▼ to choose `Fax Forward`.
   Press **OK**.
   The LCD will ask you to enter the fax number you want your faxes to be forwarded to.
3. Enter the forwarding number (up to 20 digits).
   Press **OK**.

Note

- If you store a Group on a One Touch key or a Speed Dial location, the faxes will be forwarded to multiple fax numbers.
- You can also enter an E-mail address if your machine has been configured for the Internet Fax feature. (For details about Internet Fax, see the *Network User's Guide*. For information about Fax Forward to E-mail, see the Brother Solutions Center at http://solutions.brother.com/.)

4. Press ▲ or ▼ to choose `On` or `Off`.
   Press **OK**.

   ```
   Backup Print
   On
   ```

5. Press **Stop/Exit**.

IMPORTANT

If you choose Backup Print On, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case if there is a power failure before the fax is forwarded or a problem at the receiving machine.
(For MFC-7360N and MFC-7460DN)
The faxes stored in the machine's memory will be deleted.

Fax Storage

The Fax Storage feature lets you store your received faxes in the machine's memory. You can retrieve stored fax messages from a fax machine at another location using the remote retrieval commands. (See *Retrieving fax messages* on page 23.) Your machine will automatically print a copy of the stored fax.

1. Press **Menu**, **2**, **5**, **1**.
2. Press ▲ or ▼ to choose `Fax Storage`.
   Press **OK**.
3. Press **Stop/Exit**.

PC-Fax Receive

If you turn on the PC-Fax Receive feature your machine will store received faxes in memory and send them to your PC automatically. You can then use your PC to view and store these faxes.

Even if you have turned off your PC (at night or the weekend, for example), your machine will receive and store your faxes in its memory. The LCD will show the number of stored faxes received, for example: `PC Fax Msg:001`.

When you start your PC and the PC-Fax Receiving software runs, your machine transfers your faxes to your PC automatically.

To transfer the received faxes to your PC you must have the PC-FAX Receiving software running on your PC. (For details, see *PC-FAX receiving* in the *Software User's Guide*.)

1. Press **Menu**, **2**, **5**, **1**.
2. Press ▲ or ▼ to choose `PC Fax Receive`.
   Press **OK**.
3. The LCD shows a reminder to start the PC-FAX Receive program on your computer. If you have started the PC-FAX Receive program, press **OK**. If you have not started the PC-FAX Receive program, see *PC-FAX receiving* in the *Software User's Guide*.
4. Press ▲ or ▼ to choose `<USB>` or your computer name if the machine is connected to a network.
   Press **OK**.
5. Press ▲ or ▼ to choose `On` or `Off`.

   ```
   Backup Print
   Off
   ```

   Press **OK**.
6. Press **Stop/Exit**.

IMPORTANT

If you choose Backup Print On, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case if there is a power failure before the fax is forwarded or a problem at the receiving machine.
(For MFC-7360N and MFC-7460DN)
The faxes stored in the machine's memory will be deleted.

Note

- Before you can set up PC-Fax Receive you must install the MFL-Pro Suite software on your PC. Make sure your PC is connected and turned on. (For details, see *PC-FAX receiving* in the *Software User's Guide*.)
- If your machine has a problem and is unable to print faxes in memory, you can use this setting to transfer your faxes to a PC. (For details, see *Error and maintenance messages* in *Appendix B* of the *Basic User's Guide*.)
- PC-Fax Receive is not supported in Mac OS. (See *PC-FAX receiving* in the *Software User's Guide*.)

Changing Remote Fax Options

If received faxes are left in your machine's memory when you change to another Remote Fax Option, the LCD will ask you the following message:

```
Erase All Doc?
1.Yes 2.No
```

or

```
Print All Fax?
1.Yes 2.No
```

- If you press **1**, faxes in the memory will be erased or printed before the setting changes. If a backup copy has already been printed it will not be printed again.
- If you press **2**, faxes in the memory will not be erased or printed and the setting will be unchanged.

If received faxes are left in the machine's memory when you change to `PC Fax Receive` from another remote fax option (`Fax Forward` or `Fax Storage`), the LCD will ask you the following message:

```
Send Fax to PC?
1.Yes 2.No
```

- If you press **1**, faxes in the memory will be sent to your PC before the setting changes.
- If you press **2**, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

IMPORTANT

If you choose Backup Print On, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case if there is a power failure before the fax is forwarded or a problem at the receiving machine.
(For MFC-7360N and MFC-7460DN)
The faxes stored in the machine's memory will be deleted.

Turning off Remote Fax Options

1. Press **Menu**, **2**, **5**, **1**.
2. Press ▲ or ▼ to choose `Off`.
   Press **OK**.

Note

The LCD will give you options if there are received faxes still in your machine's memory. (See *Changing Remote Fax Options* on page 22.)

3. Press **Stop/Exit**.

Remote retrieval

The remote retrieval feature lets you retrieve your stored fax messages when you are not at the machine. You can call your machine from any touch tone phone or fax machine, then use the Remote Access Code to retrieve your messages.

Setting a Remote Access Code

The Remote Access Code feature lets you access the remote retrieval features when you are away from your machine. Before you use the remote access and retrieval features, you have to set up your own code. The default code is an inactive code: – – –✳.

1. Press **Menu**, **2**, **5**, **2**.

   ```
   Remote Fax Opt
   2.Remote Access
   ```

2. Enter a three-digit code using the numbers **0** – **9**, ✳ or **#**.
   Press **OK**.

3. Press **Stop/Exit**.

Note

DO NOT use the same code used for your Remote Activation code (✳**51**) or Remote Deactivation code (**#51**).(See *Using Remote Codes* in *Chapter 6* of the *Basic User's Guide*.)

You can change your code at any time. If you want to make your code inactive, press **Clear** and **OK** in ❷ to restore the default setting – – –✳.

Using your Remote Access Code

1. Dial your fax number from a telephone or another fax machine using touch tone.

2. When your machine answers, immediately enter your Remote Access Code.

3. The machine signals if it has received messages:

   - *No beeps*

     No messages received.

   - *1 long beep*

     Fax message received.

4. The machine gives two short beeps to tell you to enter a command. The machine will hang up if you wait longer than 30 seconds before entering a command. If you enter an invalid command the machine will beep three times.

5. Press **9 0** to reset the machine when you have finished.

6. Hang up.

Note

If your machine is set to `Manual` mode, you can still access the remote retrieval features. Dial the fax number as normal and let the machine ring. After 100 seconds you will hear a long beep to tell you to enter the remote access code. You will then have 30 seconds to enter the code.

Retrieving fax messages

1. Dial your fax number from a telephone or another fax machine using touch tone.

2. When your machine answers, immediately enter your Remote Access Code (3 digits followed by ✳). If you hear one long beep, you have messages.

3. When you hear two short beeps, use the dial pad to press **9 6 2**.

4. Wait for a long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent, followed by **##** (up to 20 digits).

5. Hang up after you hear your machine beep. Your machine will call the other machine, which will then print your fax messages.

Note

You can insert a pause in a fax number by using the # key.

Changing the Fax Forwarding number

You can change the default setting of your fax forwarding number from another telephone or fax machine using touch tone.

1. Dial your fax number from a telephone or another fax machine using touch tone.

2. When your machine answers, enter your Remote Access Code (3 digits followed by ✳). If you hear one long beep, you have messages.

3. When you hear two short beeps, use the dial pad to press **9 5 4**.

4. Wait for a long beep, and then use the dial pad to enter the new number of the remote fax machine where you want your fax messages forwarded followed by **##** (up to 20 digits).

5. Press **9 0** to reset the machine when you have finished.

6. Hang up after you hear your machine beep.

Note

You can insert a pause in a fax number by using the # key.

Remote fax commands

Follow the commands below to access features when you are away from the machine. When you call the machine and enter your Remote Access Code (3 digits followed by ✳), the system will give two short beeps and you must enter a remote command.

Remote commands		Operation details
95	**Change the fax forwarding or fax storage settings**	
	1 OFF	You can choose `Off` after you have retrieved or erased all your messages.
	2 Fax Forwarding	One long beep means the change is accepted. If you hear three short beeps, you cannot change because the conditions have not been met (for example, registering a fax forwarding number). You can register the maximum number of rings. (See *Changing the Fax Forwarding number* on page 24.) Once you have registered the number, fax forwarding will work.
	4 Fax Forwarding number	
	6 Fax Storage	
96	**Retrieve a fax**	
	2 Retrieve all faxes	Enter the number of a remote fax machine to receive stored fax messages. (See *Retrieving fax messages* on page 23.)
	3 Erase faxes from the memory	If you hear one long beep, fax messages have been erased from the memory.
97	**Check the receiving status**	
	1 Fax	You can check whether your machine has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps.
98	**Change the Receive Mode**	
	1 External TAD	If you hear one long beep, your change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
90	**Exit**	Press **9 0** to exit remote retrieval. Wait for the long beep, then replace the handset.

Additional receiving operations

Printing a reduced incoming fax

If you choose On, the machine automatically reduces each page of an incoming fax to fit on one page of A4, Letter, Legal or Folio size paper.

The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting (**Menu**, **1**, **2**, **2**).

1. Make sure you are in Fax mode.
2. Press **Menu**, **2**, **1**, **5**.
3. Press ▲ or ▼ to choose On or Off.
   Press **OK**.
4. Press **Stop/Exit**.

Duplex (2-sided) printing for Fax mode (MFC-7460DN and MFC-7860DW)

Your machine can automatically print received faxes onto both sides of the paper when Duplex is set to On.

You can use A4, Letter, Legal or Folio size of paper for this function (60 to 105 g/m^2).

1. Make sure you are in Fax mode.
2. For MFC-7460DN, press **Menu**, **2**, **1**, **0**.
   For MFC-7860DW, press **Menu**, **2**, **1**, **9**.
3. Press ▲ or ▼ to choose On (or Off).
   Press **OK**.
4. Press **Stop/Exit**.

Note

When Duplex is turned on incoming faxes will automatically be reduced to fit the size of paper in the paper tray.

Setting the Fax Receive Stamp

You can set the machine to print the received date and time in the top centre of each received fax page.

1. Make sure you are in Fax mode.
2. For MFC-7360N and MFC-7460DN, press **Menu**, **2**, **1**, **9**.
   For MFC-7860DW, press **Menu**, **2**, **1**, **8**.
3. Press ▲ or ▼ to choose On or Off.
   Press **OK**.
4. Press **Stop/Exit**.

Note

- The received time and date will not appear when using Internet Fax.
- Make sure you have set the current date and time in the machine. (See the *Quick Setup Guide*.)

Receiving faxes into memory (MFC-7360N and MFC-7460DN)

As soon as the paper tray becomes empty during fax reception, the screen will display `No Paper`. Put some paper in the paper tray. (See *Loading paper and print media* in *Chapter 2* of the *Basic User's Guide*.) If you are unable to put paper in the paper tray the following will happen:

If `Memory Receive` is `On`:

The machine will carry on receiving the fax, with the remaining pages being stored in memory, if enough memory is available. Further incoming faxes will also be stored into memory until the memory is full. When the memory is full the machine will stop automatically answering calls. To print the faxes, put fresh paper in the tray and press **Start**.

If `Memory Receive` is `Off`:

The machine will carry on receiving the fax, with the remaining pages being stored in memory, if enough memory is available. The machine will then stop automatically answering calls until fresh paper is put in the paper tray. To print the last fax you received, put fresh paper in the tray.

1. Make sure you are in Fax mode.
2. Press **Menu**, **2**, **1**, **6**.
3. Use ▲ or ▼ to choose `On` or `Off`.
   Press **OK**.
4. Press **Stop/Exit**.

Setting the Print Density

You can adjust the Print Density setting to make your printed pages darker or lighter.

1. Make sure you are in Fax mode.
2. For MFC-7360N and MFC-7460DN, press **Menu**, **2**, **1**, **7**.
   For MFC-7860DW, press **Menu**, **2**, **1**, **6**.
3. Press ▶ to make the print darker.
   Or, press ◀ to make the print lighter.
   Press **OK**.
4. Press **Stop/Exit**.

Printing a fax from the memory

If you are using the Fax Storage feature (**Menu**, **2**, **5**, **1**), you can still print a fax from the memory when you are at your machine. (See *Fax Storage* on page 20.)

1. Press **Menu**, **2**, **5**, **3**.
2. Press **Start**.
3. Press **Stop/Exit**.

Out of Paper Reception

As soon as the paper tray becomes empty during fax reception, the LCD shows `No Paper`. Put some paper in the paper tray. (See *Loading paper and print media* in *Chapter 2* of the *Basic User's Guide*.)

The machine will carry on receiving the fax, with the remaining pages being stored in memory, if enough memory is available.

Incoming faxes will continue to be stored in the memory until the memory becomes full or paper is loaded in the paper tray. When the memory is full the machine will stop automatically answering calls. To print the faxes, put fresh paper in the tray and press **Start**.

(For MFC-7360N and MFC-7460DN)
For details on how to set the Memory Receive manually, see *Receiving faxes into memory (MFC-7360N and MFC-7460DN)* on page 27.

Polling overview

Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work. Not all fax machines support polling.

Polling receive

Polling receive lets you call another fax machine to receive a fax.

1. Make sure you are in Fax mode .
2. For MFC-7360N and MFC-7460DN, press **Menu**, **2**, **1**, **8**.
   For MFC-7860DW, press **Menu**, **2**, **1**, **7**.
3. Press ▲ or ▼ to choose `Standard`.
   Press **OK**.
4. Enter the fax number you are polling.
   Press **Start**.

Secure polling

Secure polling lets you restrict who can get the documents you set up to be polled. Secure polling only works with Brother fax machines. If you want to get a fax from a secured Brother machine you have to enter the secure code.

1. Make sure you are in Fax mode .
2. For MFC-7360N and MFC-7460DN, press **Menu**, **2**, **1**, **8**.
   For MFC-7860DW, press **Menu**, **2**, **1**, **7**.
3. Press ▲ or ▼ to choose `Secure`.
   Press **OK**.
4. Enter a four-digit secure code.
   Press **OK**.
   This is the security code of the fax machine you are polling.

5 Enter the fax number you are polling.

6 Press **Start**.

Delayed polling

Delayed polling lets you set the machine to begin polling receive at a later time. You can only set up *one* delayed polling operation.

1 Make sure you are in Fax mode .

2 For MFC-7360N and MFC-7460DN, press **Menu**, **2**, **1**, **8**.
For MFC-7860DW, press **Menu**, **2**, **1**, **7**.

3 Press ▲ or ▼ to choose `Timer`.
Press **OK**.

4 Enter the time (in 24-hour format) you want to begin polling.
For example, enter 21:45 for 9:45 PM.
Press **OK**.

5 Enter the fax number you are polling.
Press **Start**.
The machine makes the polling call at the time you entered.

Sequential polling

Sequential polling lets you request documents from several fax machines in one operation.

1 Make sure you are in Fax mode .

2 For MFC-7360N and MFC-7460DN, press **Menu**, **2**, **1**, **8**.
For MFC-7860DW, press **Menu**, **2**, **1**, **7**.

3 Press ▲ or ▼ to choose `Standard`, `Secure` or `Timer`.
Press **OK**.

4 Choose one of the options below.

- If you choose `Standard` go to step ❺.
- If you choose `Secure`, enter a four-digit number, press **OK**, go to step ❺.
- If you chose `Timer`, enter the time (in 24-hours format) you want to begin polling and press **OK**, go to step ❺.

5 Specify the destination fax machines you want to poll by using One Touch, Speed Dial, Search, a Group or the dial pad. You must press **OK** between each location.

6 Press **Start**.

Stop polling

To cancel the polling process, **Stop/Exit** while the machine is dialling.

To cancel all sequential polling receive jobs, press **Menu**, **2**, **7**. (See *Checking and cancelling waiting jobs* on page 16.)

5 Dialling and storing numbers

Telephone line services

Caller ID

The Caller ID feature lets you use the Caller ID subscriber service offered by many local telephone companies. Call your telephone company for details. This service shows the telephone number, or name if it is available, of your caller as the line rings.

After a few rings, the LCD will show the telephone number of your caller (and name, if available). Once you answer a call, the Caller ID information disappears from the LCD, but the call information stays stored in the Caller ID memory.

- You will see the number (or name) on the LCD.
- The `ID Unknown` message means the call originated outside your Caller ID service area.
- The `ID Withheld` message means the caller has intentionally blocked transmission of information.

You can print a list of the Caller ID information received by your machine. (See *Printing the Caller ID List* on page 30.)

Note

- The Caller ID service varies with different carriers. Call your local telephone company to find out about the kind of service available in your area.
- This feature may not be available in some countries.

Setting the Caller ID to On

If you have Caller ID on your line, then this function should be set to On to display the caller's phone number on the LCD as the telephone rings.

1. Press **Menu**, **2**, **0**, **3**.
   The screen displays the current setting.
2. Press ▲ or ▼ to choose `On` (or `Off`).
   Press **OK**.
3. Press **Stop/Exit**.

Viewing the Caller ID List

Your machine stores information for the last thirty calls in the Caller ID list. You can view or print this list. When the thirty-first call comes in to the machine, it replaces information about the first call.

1. Press **Menu**, **2**, **0**, **3**.
   The screen displays the current setting.
2. Press ▲ or ▼ to choose `Display ID`.
   Press **OK**.
   The Caller ID of the last call will appear on the display.
   If no ID is stored, the beeper will sound and `No Caller ID` will appear on the display, go to step ❹.
3. Press ▲ or ▼ to scroll through the Caller ID memory to choose the Caller ID you want to view, and then press **OK**. The LCD will show the caller's number and the date and time of the call.
4. To finish viewing, press **Stop/Exit**.

Printing the Caller ID List

1. Press **Menu**, **2**, **0**, **3**.
2. Press ▲ or ▼ to choose `Print Report`.
   Press **OK**.

If no ID is stored, the beeper will sound and No Caller ID will appear on the LCD, go to step ❹.

3 Press **Start**.

4 After printing has finished, press **Stop/Exit**.

Setting the telephone line type

If you are connecting the machine to a line that features a PBX or ISDN to send and receive faxes, it is necessary to change the Telephone Line Type accordingly by completing the following steps. If you are using a line that features a PBX, you can set your machine to always gain access to an outside line, or not.

1 Press **Menu**, **0**, **6**.

2 Press ▲ or ▼ to choose PBX, ISDN (or Normal).
Press **OK**.

3 Do one of the following:

- If you chose ISDN or Normal, go to ❼.
- If you chose PBX, go to ❹.

4 Do one of the following:

- If you want to change the current prefix number, press **1** and go to ❺.
- If you do not want to change the current prefix number, press **2** and go to ❼.

5 Enter the prefix number (up to 5 digits) on the dial pad.
Press **OK**.

Note

- You can use the numbers 0 to 9, ✳, # and !.

  (Press **Tel/R** to display "!".)

  You cannot use ! with any other numbers or characters.

  If your telephone system requires a timed break recall, press **Tel/R** to enter the break.
- If the pulse dialling mode is on, ✳ and # are not available to use.

6 Press ▲ or ▼ to choose On or Always.
Press **OK**.

Note

- If you choose On, pressing **Tel/R** (the screen displays "!".) will let you access an outside line.
- If you choose Always, you can access an outside line without pressing **Tel/R**.

7 Press **Stop/Exit**.

PBX and TRANSFER

The machine is initially set to Normal, which lets the machine connect to a standard PSTN (Public Switched Telephone Network) line. However, many offices use a central telephone system or Private Branch Exchange (PBX). Your machine can be connected to most types of PBX. The machine's recall feature supports timed break recall only (TBR). TBR will work with most PBX systems allowing you to gain access to an outside line, or transfer calls to another extension. The feature works when **Tel/R** is pressed.

BT Call Sign (U.K. only)

The BT Call Sign subscriber service is a way to have a separate number for your machine, it allows you to have at least two separate telephone numbers on one phone line. Each phone number has its own distinctive ringing pattern.

You can set up your machine so that it only responds to the second number.

When you set the BT Call Sign feature to ON, the receive mode is set to `Manual` automatically. `Manual` mode will not respond to incoming telephone calls, since the number you use for telephone calls will use the normal ring pattern. If you turn the feature off, your receive mode will remain on `Manual`.

To enable the machine to work with BT Call Sign

This feature will only work with your external phone.

1. Press **Menu**, **2**, **0**, **2**.
   The screen displays the current setting.
2. Press ▲ or ▼ to choose `On` or `Off`.
   Press **OK**.
3. Press **Stop/Exit**.

Additional dialling operations

Combining quick dial numbers

You can combine more than one Quick Dial number when you dial. This feature may be useful if you need to dial an access code for a cheaper rate from another long distance carrier.

For example, you might have stored ‘555’ on Speed Dial #003 and ‘7000’ on Speed Dial #002. You can use them both to dial ‘555-7000’ if you press the following keys:

Press (**Address Book**) **003**.

Press (**Address Book**) **002** and **Start**.

Numbers can be added manually by entering them on the dial pad:

Press (**Address Book**) **003**, **7001** (on the dial pad), and **Start**.

This would dial ‘555–7001’. You can also add a pause by pressing **Redial/Pause** key.

Additional ways to store numbers

Setting up Groups for Broadcasting

If you often want to send the same fax message to many fax numbers you can set up a Group.

Groups are stored to a One Touch key or a Speed Dial number. Each Group uses up a One Touch key or a Speed Dial location. You can then send the fax message to all the numbers stored in a Group just by pressing a One Touch key or entering a Speed Dial number, and then pressing **Start**.

Before you can add numbers to a Group, you need to store them as One Touch or Speed Dial numbers. You can have up to 8 small Groups, or you can assign up to 207 numbers to one large Group.

1. Press **Menu**, **2**, **3**, **3**.

   ```
   Address Book
   3.Setup Groups
   ```

2. Choose the One Touch key or Speed Dial location where you want to store the Group.
   - Press a One Touch key.
   - Press (**Address Book**) and then enter the three-digit Speed Dial location.

     Press **OK**.

3. Use the dial pad to enter a Group number (1 to 8).
   Press **OK**.

4. To add One Touch or Speed Dial numbers follow the instructions below:
   - For One Touch numbers, press the One Touch keys one after the other.
   - For Speed Dial numbers, press (**Address Book**) and then enter the three-digit Speed Dial location.

   The LCD will display your chosen One Touch numbers with a ∗ and Speed Dial numbers with a # (for example ∗006, #009).

5. Press **OK** when you have finished adding numbers.

6. Do one of the following:
   - Enter the name using the dial pad (up to 15 characters). Use the chart on *Entering text* in *Appendix C* of the *Basic User's Guide* to help you enter letters.

     Press **OK**.
   - Press **OK** to store the Group without a name.

7. If you want to save a fax resolution along with the number, choose one of the options below:
   - To store the fax resolution, press ▲ or ▼ to select `Std`, `Fine`, `S.Fine` or `Photo`.

     Press **OK**.
   - Press **OK** if you do not want to change the default resolution.

8. Do one of the following:
   - To store another Group for broadcasting, go to step ❷.
   - To finish storing Groups for broadcasting, press **Stop/Exit**.

If you downloaded IFAX and E-mail options (MFC-7460DN and MFC-7860DW)

Options for Setting Up Groups

The following chart shows the additional selections for setting up Group numbers after you download the IFAX and E-mail options for MFC-7460DN and MFC-7860DW.

Step 1 Enter Group Location	Step 2 Enter Group Number	Step 3 Select Registration Type	Step 4 Add Stored One Touch and Speed Dial Numbers to the Group	Step 5 Enter Group Name	Step 6 Select Resolution	Step 7 Select File type
One Touch or Speed Dial	(1 to 8)	Fax/IFAX	Fax Number or E-mail Address	(Name) Press **OK**.	Std, Fine, S.Fine [1], Photo	—
		Email Color PDF	E-mail Address		100dpi, 200dpi, 300dpi, 600dpi	PDF, SPDF
		Email Color JPG			100dpi, 200dpi, 300dpi, 600dpi	—
		Email Color XPS			100dpi, 200dpi, 300dpi, 600dpi	—
		Email Gray PDF			100dpi, 200dpi, 300dpi	PDF, SPDF
		Email Gray JPG			100dpi, 200dpi, 300dpi	—
		Email Gray XPS			100dpi, 200dpi, 300dpi	—
		Email B&W PDF			200dpi, 200x100dpi	PDF, SPDF
		Email B&W TIFF			200dpi, 200x100dpi	—

[1] S.Fine does not appear if you add E-mail address in Step 4.

1. **Press Menu, 2, 3, 3.**
2. Choose the One Touch key or Speed Dial location where you want to store the Group.
   - Press a One Touch key.
   - Press (**Address Book**) and then enter the three-digit Speed Dial location.

     Press **OK**.
3. Use the dial pad to enter a Group number (1 to 8).
   Press **OK**.

4 Press ▲ or ▼ to select one of the following:
`Fax/IFAX`
`Email Color PDF`
`Email Color JPG`
`Email Color XPS`
`Email Gray PDF`
`Email Gray JPG`
`Email Gray XPS`
`Email B&W PDF`
`Email B&W TIFF`
Press **OK**.

5 To add One Touch or Speed Dial numbers follow the instructions below:

- For One Touch numbers, press the One Touch keys one after the other.
- For Speed Dial numbers, press (**Address Book**) and then enter the three-digit Speed Dial location.

  The LCD will display your chosen One Touch numbers with a ∗ and Speed Dial numbers with a # (for example ∗006, #009).

Note

When you include E-mail numbers all the other numbers in the Group must be E-mail numbers.

6 Press **OK** when you have finished adding numbers.

7 Do one of the following:

- Enter the name using the dial pad (up to 15 characters). Use the chart on *Entering text* in *Appendix C* of the *Basic User's Guide* to help you enter letters.

  Press **OK**.
- Press **OK** to store the Group without a name.

8 To choose the fax/scan resolution for the Group number, go to the appropriate next step, as shown in the following table.

Option selected in step ❹	Go to step
`Fax/IFAX`	❾

`Email Color PDF`
`Email Color JPG`
`Email Color XPS`
	❿

`Email Gray PDF`
`Email Gray JPG`
`Email Gray XPS`
	⓫

`Email B&W PDF` `Email B&W TIFF`	⓬

9 Press ▲ or ▼ to select `Std`, `Fine`, `S.Fine` [1] or `Photo`.
Press **OK**, and then go to step ⓮.

[1] S.Fine does not appear if you added an E-mail address at step ❺.

10 Press ▲ or ▼ to select `100dpi`, `200dpi`, `300dpi` or `600dpi`.
Press **OK**.

- If you chose `Email Color PDF`, go to step ⓭.
- If you chose `Email Color JPG` or `Email Color XPS`, go to step ⓮.

11 Press ▲ or ▼ to select `100dpi`, `200dpi` or `300dpi`.
Press **OK**.

- If you chose `Email Gray PDF`, go to step ⓭.
- If you chose `Email Gray JPG` or `Email Gray XPS`, go to step ⓮.

12 Press ▲ or ▼ to select `200dpi` or `200x100dpi`.
Press **OK**.

- If you chose `Email B&W PDF`, go to step 13.
- If you chose `Email B&W TIFF`, go to step 14.

13 Select the PDF type from `PDF` or `SPDF` (Secure PDF) that will be used to send to your PC.
Press **OK** and then go to step 14.

14 Press **Stop/Exit**.

Note

- When you do a broadcast and you have saved a scan profile along with the number or E-mail address, the scan profile of the One-Touch, Speed-Dial or Group number you chose first will be applied to the broadcast.
- For details about the file format, see the *Software User's Guide*.
- If you have selected `Fax/IFAX` in step 4 and added One-Touch or Speed-Dial numbers that are stored as 'IFax', you cannot select `S.Fine`.

Changing Group numbers

If you try to change a Group number, the LCD will show the name or number already stored there.

1 Press **Menu**, **2**, **3**, **3**.

```
Address Book
3.Setup Groups
```

2 Choose the One Touch key or Speed Dial number where the Group number is stored.
Do one of the following:

- Press the One Touch key.
- Press (**Address Book**) and then enter the three-digit Speed Dial number.

  Press **OK**.

Note

If the Group number you are trying to change has been set to a fax forwarding number, the LCD will ask you if you want to change the name or number.

3 Do one of the following:

- To change the stored Group information, press **1**. Go to step 4.
- To exit without making a change, press **Stop/Exit**.

```
G01:*001*002#001
1.Change 2.Clear
```

4 Add or delete One Touch or Speed Dial numbers by following the instructions below:

- To add One Touch numbers, press ◄ or ► to position the cursor just after the last number. Then press the additional One Touch key.

- To add Speed Dial numbers, press ◄ or ► to position the cursor just after the last number. Then press (**Address Book**) and then enter the additional three-digit Speed Dial number.
- To delete One Touch or Speed Dial numbers, press ◄ or ► to position the cursor under the number you want to delete, and then press **Clear**.

Press **OK**.

5. Edit the name by the following instruction. When you finished editing the name, press **OK**.
   - To edit the name, press ◄ or ► to position the cursor under the character you want to change. Then press **Clear** to delete it, and enter the correct character using the dial pad.

     When you have finished editing, press **OK**.
6. If you want to change the fax resolution along with the number, press ▲ or ▼ to choose the resolution you want.
   Press **OK**.
7. Press **Stop/Exit**.

If you downloaded IFAX and E-mail options (MFC-7460DN and MFC-7860DW)

If you try to change a Group number, the LCD will show the name or number already stored there.

1. Press **Menu**, **2**, **3**, **3**.

```
Address Book
3.Setup Groups
```

2. Choose the One Touch key or Speed Dial number to where the Group number has been stored.
   Do one of the following:
   - Press the One Touch key.
   - Press (**Address Book**) and then enter the three-digit Speed Dial number.

     Press **OK**.

Note

If the Group number you are trying to change has been set to a fax forwarding number, the LCD will ask you if you want to change the name or number.

3. Do one of the following:
   - To change the stored Group information, press **1**.
     Go to step 4.
   - To exit without making a change, press **Stop/Exit**.

```
G01:*001*002#001
1.Change 2.Clear
```

4. Press ▲ or ▼ to select one of the following:

```
Fax/IFAX
Email Color PDF
Email Color JPG
Email Color XPS
Email Gray PDF
Email Gray JPG
Email Gray XPS
Email B&W PDF
Email B&W TIFF
```

Press **OK**.

5 Add or delete One Touch or Speed Dial numbers by following the instructions below:

- To add One Touch numbers, press ◄ or ► to position the cursor just after the last number. Then press the One Touch key of the number you want to add.
- To add Speed Dial numbers, press ◄ or ► to position the cursor just after the last number. Then press (**Address Book**) and enter the three-digit Speed Dial location of the number you want to add.
- To delete One Touch or Speed Dial numbers, press ◄ or ► to position the cursor under the number you want to delete, and then press **Clear**.

Press **OK**.

6 Edit the name as follows:

- To edit the name, press ◄ or ► to position the cursor under the character you want to change. Then press **Clear** to delete it, and enter the correct character using the dial pad.

  When you have finished editing, press **OK**.

7 If you want to change the fax resolution for the Group, press ▲ or ▼ to choose the resolution you want.
Press **OK**. For details, follow the directions beginning with step ❽ in Options for Setting Up Groups. (See *Options for Setting Up Groups* on page 34.)

8 Press **Stop/Exit**.

Deleting Group numbers

If you try to delete a Group number, the LCD will show the stored Group name or number.

1 Press **Menu**, **2**, **3**, **3**.

```
Address Book
3.Setup Groups
```

2 Choose the One Touch key or Speed Dial number where the Group is stored. Do one of the following:

- Press the One Touch key.
- Press (**Address Book**) and then enter the three-digit Speed Dial number.

  Press **OK**.

Note

If the One Touch or Speed Dial number you are trying to delete has been set to a fax forwarding number, the LCD will ask you if you want to change the name or number.

3 To delete the Group, press **2**.

```
G01:*001*002#001
1.Change 2.Clear
```

4 Do one of the following:

- To delete the Group, press **1**.
- To exit without deleting the Group, press **2**.

```
Erase This Data?
1.Yes 2.No
```

5 Press **Stop/Exit**.

6 Printing reports

Fax reports

Some fax reports (transmission verification and fax journal) can be printed automatically and manually.

Transmission verification report

You can use the Transmission Verification Report as proof that you sent a fax. (For details about how to set up the type of report you want, see *Transmission Verification Report* in *Chapter 4* of the *Basic User's Guide*.)

Fax Journal

You can set the machine to print a fax journal (activity report) at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). The default setting is `Every 50 Faxes`, this means that your machine will print the journal when the machine has stored 50 jobs.

If you set the interval to `Off`, you can still print the report by following the steps on the next page.

1. Press **Menu**, **2**, **4**, **2**.
2. Press ▲ or ▼ to choose an interval.
   Press **OK**.
   If you choose 7 days, you will be asked to choose a day when you want the 7 day countdown to begin.
   If you choose `Every 50 Faxes`, the LCD shows `Accepted`. Then go to step ❹.
3. Enter the time to begin printing, in 24 hour format.
   For example: enter 19:45 for 7:45 PM.
   Press **OK**.
4. Press **Stop/Exit**.

If you choose 6, 12, 24 hours, 2 or 7 days, the machine will print the report at the selected time and then erase all jobs from its memory. If the machine's memory becomes full with 200 jobs before the time you chose has passed, the machine will print the journal early and then erase all jobs from memory.

If you want an extra report before it is due to print, you can print it manually without erasing the jobs from memory.

Reports

The following reports are available:

1 `XMIT Verify`

Displays the Transmission Verification Report for your last outgoing 200 faxes and prints the last report.

2 `Help List`

Prints a list of commonly used functions to help you program your machine.

3 `Tel Index List`

Prints a list of names and numbers stored in the One Touch and Speed Dial memory in numerical or alphabetical order.

4 `Fax Journal`

Prints a list of information about your last 200 incoming and outgoing faxes. (TX: transmit.) (RX: receive.)

5 `User Settings`

Print a list of your current settings.

6 `Network Config`

Lists your network settings.

7 `Order Form`

You can print an accessories order form to fill out and send to your Brother dealer.

8 `WLAN Report` (MFC-7860DW)

Prints the result of wireless LAN connectivity diagnosis.

How to print a report

1. For MFC-7360N and MFC-7460DN, press **Menu**, **4**.
   For MFC-7860DW, press **Menu**, **5**.
2. Do one of the following:
   - Press ▲ or ▼ to choose the report you want.
     Press **OK**.
   - Enter the number of the report you want to print. For example, press **2** to print the Help List.
3. Press **Start**.
4. Press **Stop/Exit**.

7 Making copies

Copy settings

When you want to quickly change the copy settings temporarily for the next copy, use the temporary **COPY** keys. You can use different combinations.

MFC-7360N

MFC-7460DN and MFC-7860DW

The machine returns to its default settings one minute after copying, unless you have set the Mode Timer to 30 seconds or less. (See *Mode Timer* on page 4.)

To change a setting, press the temporary **COPY** keys. You can use **Options**, **Enlarge/Reduce** or **Duplex** [1].

When you are finished choosing settings, press **Start**.

[1] For MFC-7460DN and MFC-7860DW

Stop copying

To stop copying, press **Stop/Exit**.

Enlarging or reducing the image copied

You can choose the following enlargement or reduction ratios:

Press	
Enlarge / Reduce	**100%***
	97% LTR→A4
	94% A4→LTR
	91% Full Page
	85% LTR→EXE
	83%
	78%
	70% A4→A5
	50%
	Custom(25-400%)
	Auto
	200%
	141% A5→A4
	104% EXE→LTR

* The factory setting is shown in Bold with an asterisk.

`Auto` sets the machine to calculate the reduction ratio that best fits the size of paper.

`Auto` is only available when using the ADF.

`Custom(25-400%)` allows you to enter a ratio from `25%` to `400%`.

To enlarge or reduce the next copy follow the instructions below:

1. Make sure you are in Copy mode .
2. Load your document.
3. Use the dial pad to enter the number of copies (up to 99).
4. Press **Enlarge/Reduce**.
5. Do one of the following:
   - Press ▲ or ▼ to choose the enlargement or reduction ratio you want.

     Press **OK**.
   - Press ▲ or ▼ to choose `Custom(25-400%)`.

     Press **OK**.

     Use the dial pad to enter an enlargement or reduction ratio from `25%` to `400%`. (For example, press **5** **3** to enter `53%`.)

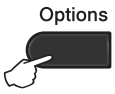
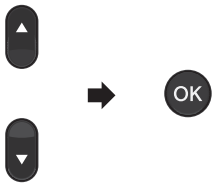
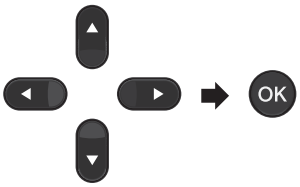
     Press **OK**.
6. Press **Start**.

Note

Page Layout Options 2 in 1 (P), 2 in 1 (L), 2 in 1 (ID), 4 in 1 (P) and 4 in 1 (L) are *not* available with Enlarge/Reduce.

Using the Options key

Make sure you are in Copy mode. Use the **Options** key to quickly set the following copy settings temporarily for the next copy.

Press	Menu selections	Options	Page
	Press ▲ or ▼, then press **OK** 	Press ▲, ▼, ◄ or ►, then press **OK** 	
	Quality	**Auto*** Text Photo Graph	44
	Stack/Sort (Appears when the document is in the ADF)	**Stack*** Sort	44
	Brightness	-■□□□□+ -□■□□□+ **-□□■□□+*** -□□□■□+ -□□□□■+	45
	Contrast	-■□□□□+ -□■□□□+ **-□□■□□+*** -□□□■□+ -□□□□■+	44
	Page Layout	**Off(1 in 1)*** 2 in 1 (P) 2 in 1 (L) 2 in 1 (ID) 4 in 1 (P) 4 in 1 (L)	45
The factory settings are shown in Bold with an asterisk.			

Improving copy quality

You can choose from a range of quality settings. The default setting is Auto.

- Auto

  Auto is the recommended mode for ordinary printouts. Suitable for documents that contain both text and photographs.

- Text

  Suitable for documents containing mainly text.

- Photo

  Better copy quality for photographs.

- Graph

  Suitable for copying receipts.

To *temporarily* change the quality setting, follow the steps below:

1. Make sure you are in Copy mode.
2. Load your document.
3. Use the dial pad to enter the number of copies (up to 99).
4. Press **Options**.
   Press ▲ or ▼ to choose Quality.
   Press **OK**.
5. Press ▲ or ▼ to choose Auto, Text, Photo or Graph.
   Press **OK**.
6. Press **Start**.

To change the *default* setting, follow the steps below:

1. Press **Menu**, **3**, **1**.
2. Press ▲ or ▼ to choose the copy quality.
   Press **OK**.
3. Press **Stop/Exit**.

Sorting copies using the ADF

You can sort multiple copies. Pages will be stacked in the order 1 2 3, 1 2 3, 1 2 3, and so on.

1. Make sure you are in Copy mode.
2. Load your document in the ADF.
3. Use the dial pad to enter the number of copies (up to 99).
4. Press **Options**.
   Press ▲ or ▼ to choose Stack/Sort.
   Press **OK**.
5. Press ▲ or ▼ to choose Sort.
   Press **OK**.
6. Press **Start**.

Adjusting Contrast and Brightness

Contrast

Adjust the contrast to help an image look sharper and more vivid.

To *temporarily* change the contrast setting, follow the steps below:

1. Make sure you are in Copy mode.
2. Load your document.
3. Use the dial pad to enter the number of copies (up to 99).
4. Press **Options**.
   Press ▲ or ▼ to choose Contrast.
   Press **OK**.
5. Press ◀ or ▶ to increase or decrease the contrast.
   Press **OK**.
6. Press **Start**.

To change the *default* setting follow the steps below:

1. Press **Menu**, **3**, **3**.
2. Press ◀ or ▶ to increase or decrease the contrast.
   Press **OK**.
3. Press **Stop/Exit**.

Brightness

Adjust the copy brightness to make copies darker or lighter.

To *temporarily* change the copy brightness setting, follow the steps below:

1. Make sure you are in Copy mode.
2. Load your document.
3. Use the dial pad to enter the number of copies (up to 99).
4. Press **Options**.
   Press ▲ or ▼ to choose `Brightness`.
   Press **OK**.
5. Press ◀ or ▶ to make a lighter copy or a darker copy.
   Press **OK**.
6. Press **Start**.

To change the *default* setting follow the steps below:

1. Press **Menu**, **3**, **2**.
2. Press ◀ or ▶ to make a lighter copy or a darker copy.
   Press **OK**.
3. Press **Stop/Exit**.

Making N in 1 copies (page layout)

You can reduce the amount of paper used when copying by using the N in 1 copy feature. This allows you to copy two or four pages onto one page. If you want to copy both sides of an ID card onto one page, see *2 in 1 ID Copy* on page 47.

IMPORTANT

- Please make sure the paper size is set to `Letter` or `A4`.
- `(P)` means Portrait and `(L)` means Landscape.
- You cannot use the Enlarge/Reduce setting with the N in 1 feature.

1. Make sure you are in Copy mode.
2. Load your document.
3. Use the dial pad to enter the number of copies (up to 99).
4. Press **Options**.
   Press ▲ or ▼ to choose `Page Layout`.
   Press **OK**.
5. Press ▲ or ▼ to choose `2 in 1 (P)`, `2 in 1 (L)`, `2 in 1 (ID)` [1], `4 in 1 (P)`, `4 in 1 (L)` or `Off(1 in 1)`.
   Press **OK**.

   [1] For details about `2 in 1 (ID)`, see *2 in 1 ID Copy* on page 47.
6. Press **Start** to scan the page.
   If you placed the document in the ADF, the machine scans the pages and starts printing.
   If you are using the scanner glass, go to step ❼.

7 After the machine scans the page, press **1** to scan the next page.

```
Next Page?
1.Yes 2.No
```

8 Put the next page on the scanner glass. Press **OK**.
Repeat steps 7 and 8 for each page of the layout.

9 After all the pages have been scanned, press **2** in step 7 to finish.

If you are copying from the ADF:

Insert your document *face up* in the direction shown below:

■ **2 in 1 (P)**

■ **2 in 1 (L)**

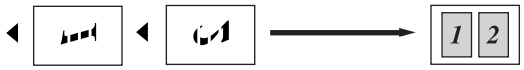
■ **4 in 1 (P)**

■ **4 in 1 (L)**

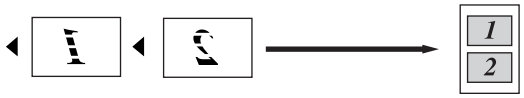
If you are copying from the scanner glass:

Insert your document *face down* in the direction shown below:

■ **2 in 1 (P)**



■ **2 in 1 (L)**



■ **4 in 1 (P)**

■ **4 in 1 (L)**

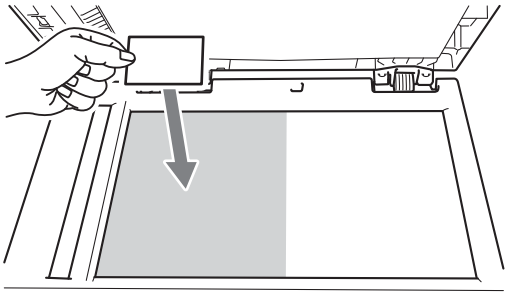
2 in 1 ID Copy

You can copy both sides of your identification card onto one page, keeping the original card size.

Note

You can copy an identification card to the extent permitted under applicable laws. See *Legal limitations for copying* in the *Safety and Legal booklet*.

1. Press (**COPY**).
2. Place your identification card *face down* on the left side of the scanner glass.



- Even if a document is placed in the ADF, the machine scans the data from the scanner glass.

3. Press **Options**.
   Press ▲ or ▼ to choose `Page Layout`.
   Press **OK**.
4. Press ▲ or ▼ to choose `2 in 1 (ID)`.
   Press **OK**.
5. Press **Start**.
   After the machine scans the first side of the card, the LCD will display the following instruction.

   ```
   Turn over the ID
   Then Press Start
   ```

6. Turn over your identification card and place it at the left side of the scanner glass.
7. Press **Start**.
   The machine scans the other side of the card and prints the page.

Note

When 2 in 1 ID Copy is chosen, the machine sets the quality to `Photo` and the contrast to +2 (-□□□□■+).

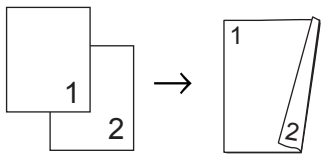
Duplex Copying (1-sided to 2-sided) (MFC-7460DN and MFC-7860DW)

If you want to use the duplex copy feature, load your document in the ADF.

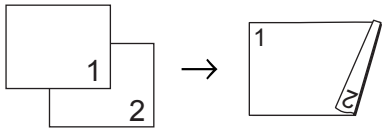
Duplex Copy (long edge flip)

■ **1 sided → 2 sided L**

Portrait



Landscape

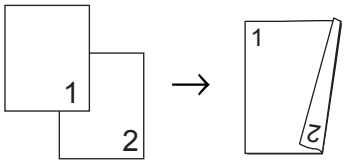


1. Make sure you are in Copy mode.
2. Load your document.
3. Enter the number of copies (up to 99) using the dial pad.
4. Press **Duplex** and ▲ or ▼ to select `1sided→2sided L`.
   Press **OK**.
5. Press **Start** to copy the document.

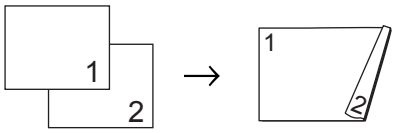
Advanced Duplex Copy (short edge flip)

■ **1 sided → 2 sided S**

Portrait



Landscape



1. Make sure you are in Copy mode.
2. Load your document.
3. Enter the number of copies (up to 99) using the dial pad.
4. Press **Duplex** and ▲ or ▼ to select `1sided→2sided S`.
   Press **OK**.
5. Press **Start** to copy the document.

A Routine maintenance

Cleaning the machine

Clean the outside and inside of the machine regularly with a dry, lint-free cloth. When you replace the toner cartridge or the drum unit, make sure that you clean the inside of the machine. For details about cleaning the machine, see the *Basic User's Guide*.

WARNING

DO NOT use cleaning materials that contain ammonia, alcohol, any type of spray, or any type of flammable substance to clean the outside or inside of the machine. Doing this may cause a fire or electrical shock.
See *To use the product safely* in the *Safety and Legal booklet* for how to clean the machine.

Be careful not to inhale toner.

IMPORTANT

Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the surface of the machine.

Checking the machine

Checking the Page Counters

You can see the machine's Page Counters for copies, printed pages, reports and lists, faxes or a summary total.

1. For MFC-7360N and MFC-7460DN, press **Menu**, **6**, **2**.
   For MFC-7860DW, press **Menu**, **7**, **2**.
2. Press ▲ or ▼ to see `Total`, `Fax/List`, `Copy` or `Print`.
3. Press **Stop/Exit**.

Checking the remaining life of parts

You can see the machine's parts life on the LCD.

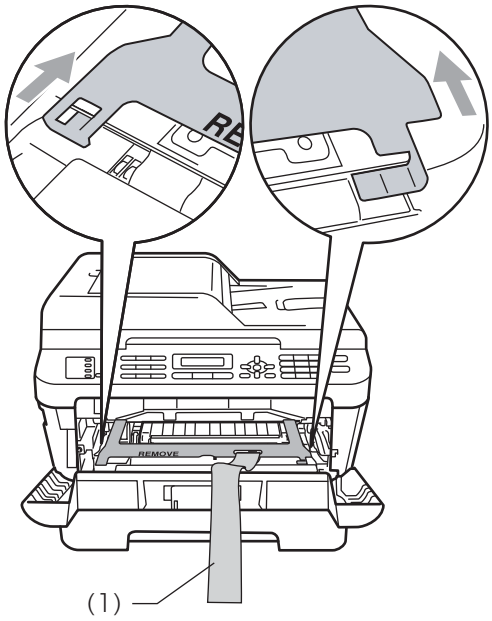
1. For MFC-7360N and MFC-7460DN, press **Menu**, **6**, **3**.
   For MFC-7860DW, press **Menu**, **7**, **3**.
2. Press **Stop/Exit**.

Packing and shipping the machine

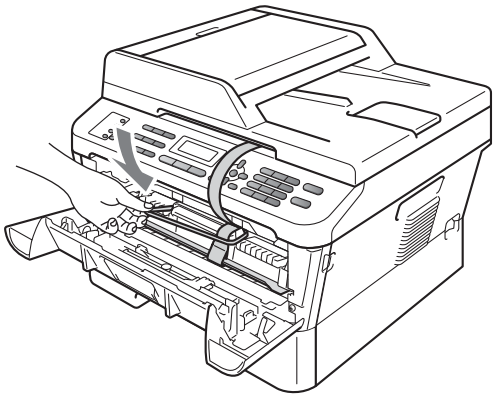
Note

- If for any reason you must ship your machine, carefully repack the machine in the original packaging to avoid any damage during transit. The machine should be adequately insured with the carrier.
- If you are returning your machine to Brother as part of the Exchange Service, pack only the machine. Keep all separate parts, including the drum unit, the toner cartridges, and printed materials to use with your 'Exchange' machine.

1. Turn off the machine's power switch. Disconnect all the cables, and then unplug the power cord from the AC power outlet. Leave the machine turned off for at least 10 minutes to cool down.
2. Open the front cover.
3. Remove the drum unit and toner cartridge assembly. Leave the toner cartridge installed in the drum unit.
4. Put the protective material (1) in the machine with the "REMOVE" text to the left, as shown in the illustration.

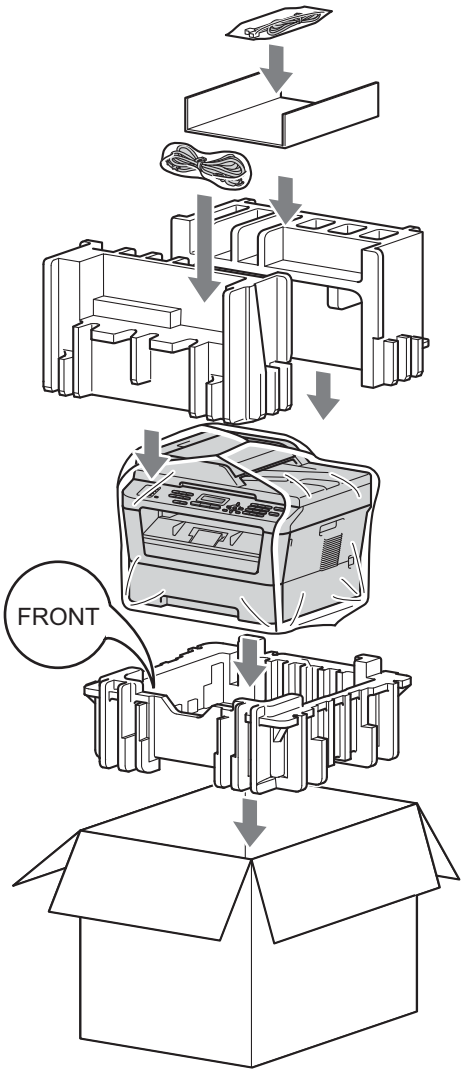


5. Put the drum unit and toner cartridge assembly back into the machine.
6. Put the elastic band over the handle of the drum unit, as shown in the illustration.



7. Close the front cover.
8. Put the machine into the bag it originally came in.

9 Pack the AC cord and printed materials in the original carton as shown below:



10 Close the carton and tape it shut.

B Glossary

This is a comprehensive list of features and terms that appear in Brother manuals. Availability of these features depends on the model you purchased.

ADF (automatic document feeder)

The document can be placed in the ADF and scanned one page at a time automatically.

Address Book

A pre-programmed number for easy dialling. You must press **(Address Book)**, then enter the three digit Speed Dial location and press **Start** to begin the dialling process.
An electronic, alphabetical listing of stored One Touch, Speed Dial and Group numbers.

Auto Reduction

Reduces the size of incoming faxes.

Automatic fax transmission

Sending a fax without picking up the handset of the external telephone.

Automatic Redial

A feature that enables your machine to redial the last fax number after five minutes, if the fax did not go through because the line was busy.

Backup Print

Your machine prints a copy of every fax that is received and stored in memory. This is a safety feature so you will not lose messages during a power failure.

Batch Transmission

As a cost saving feature, all delayed faxes to the same fax number will be sent as one transmission.

Beeper Volume

Volume setting for the beep when you press a key or make an error.

Broadcasting

The ability to send the same fax message to more than one location.

BT Call Sign

A subscriber service purchased from the telephone company in U.K. that gives you another phone number on an existing phone line. The Brother machine uses the new number to simulate a dedicated fax line.

Cancel Job

Cancels a programmed print job and clears the machine's memory.

CNG tones

The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that a fax machine is calling.

Coding method

Method of coding the information contained in the document. All fax machines must use a minimum standard of Modified Huffman (MH). Your machine is capable of greater compression methods, Modified Read (MR), Modified Modified Read (MMR) and JBIG, if the receiving machine has the same capability.

Communication error (or Comm. Error)

An error during fax sending or receiving, usually caused by line noise or static.

Compatibility group

The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.

Contrast

Setting to compensate for dark or light documents, by making faxes or copies of dark documents lighter and light documents darker.

Delayed Fax

Sends your fax at a specified later time that day.

Dual Access

Your machine can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax or receiving or printing an incoming fax.

ECM (Error Correction Mode)

Detects errors during fax transmission and resends the pages of the fax that had an error.

Extension telephone

A telephone on the fax number that is plugged into a separate wall socket.

External phone

A TAD (telephone answering device) or telephone that is connected to your machine.

F/T Ring Time

The length of time that the Brother machine fast/double-rings (when the Receive Mode setting is Fax/Tel) to notify you to pick up a voice call that it answered.

Fax Detect

Enables your machine to respond to CNG tones if you interrupt a fax call by answering it.

Fax Forwarding

Sends a fax received into the memory to another pre-programmed fax number.

Fax Journal

Lists information about the last 200 incoming and outgoing faxes. TX means Transmit. RX means Receive.

Fax Storage

You can store faxes in the memory.

Fax tones

The signals sent by sending and receiving fax machines while communicating information.

Fax/Tel

You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).

Fine resolution

Resolution is 203 × 196 dpi. It is used for small print and graphs.

Greyscale

The shades of grey available for copying and faxing photographs.

Group number

A combination of One Touch and Speed Dial numbers that are stored to a One Touch key or in a Speed Dial location for Broadcasting.

Help List

A printout of the complete Menu table that you can use to program your machine when you do not have the User's Guides with you.

Journal Period

The pre-programmed time period between automatically printed Fax Journal Reports. You can print the Fax Journal on demand without interrupting the cycle.

LCD (liquid crystal display)

The display screen on the machine that shows interactive messages during On-Screen Programming and shows the date and time when the machine is idle.

Manual fax

When you lift the handset of your external telephone so you can hear the receiving fax machine answer before you press **Start** to begin transmission.

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

ScanSoft™ PaperPort™ 12SE with OCR or Presto! PageManager software application converts an image of text to text you can edit.

One Touch

Keys on the machine's control panel where you can store numbers for easy dialling. You can store a second number on each key if you press **Shift** and the One Touch key together.

Out of Paper Reception

Receives faxes into the machine's memory when the machine is out of paper.

Overseas Mode

Makes temporary changes to the fax tones to accommodate noise and static on overseas telephone lines.

Pause

Allows you to place a 2.8 second delay in the dialling sequence while you are dialling using the dial pad or while you are storing One Touch and Speed Dial numbers. Press **Redial/Pause** as many times as needed for longer pauses.

Polling

The process of a fax machine calling another fax machine to retrieve waiting fax messages.

Pulse

A form of rotary dialling on a telephone line.

Real Time Transmission

When memory is full, you can send faxes in real time.

Remaining Jobs

You can check which programmed fax jobs are waiting in the memory and cancel the jobs individually.

Remote Access Code

Your own four-digit code (– – –✳) that allows you to call and access your machine from a remote location.

Remote Activation code

Press this code (✳ 5 1) when you answer a fax call on an extension or external telephone.

Remote Retrieval Access

The ability to access your machine remotely from a touch tone telephone.

Resolution

The number of vertical and horizontal lines per inch.

Ring Delay

The number of rings before the machine answers in `Fax Only` and `Fax/Tel` modes.

Ring Volume

Volume setting for the machine's ring.

Scanning

The process of sending an electronic image of a paper document into your computer.

Speed Dial

A pre-programmed number for easy dialling. Press (**Address Book**), then enter the three-digit Speed Dial location and press **Start** to begin the dialling process.

Station ID

The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.

TAD (telephone answering device)

You can connect an external TAD to your machine.

Tel Index List

A listing of names and numbers stored in One Touch and Speed Dial memory, in numerical order.

Temporary settings

You can choose certain options for each fax transmission and copy without changing the default settings.

Tone

A form of dialling on the telephone line used for Touch Tone telephones.

Transmission

The process of sending faxes over the telephone lines from your machine to the receiving fax machine.

User Settings List

A printed report that shows the current settings of the machine.

Xmit Report (Transmission Verification Report)

A listing for each transmission, that shows its date, time and number.

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C

These machines are approved for use in the country of purchase only, Local Brother companies or their dealers will only support machines purchased in their own countries.